



Board of Trustees, District No. 20
Walla Walla Community College
Board Meeting Agenda
Board Room (161) | WWCC Walla Walla Campus
Wednesday | September 28, 2022 | 9:30 a.m.

***Please note: this meeting is open to the public for in-person attendance and will adhere to all required safety and health regulations.** To connect to the Wednesday, September 28, 2022 Board Meeting virtually, go to ZOOM: <https://wwcc-edu.zoom.us/j/83978161126> or dial-in: 253/215-8782.

Study Session

All Times are Estimates

9:30 a.m.	Call to Order <i>Mr. Bill Warren, Chair</i>	
	Approval of Agenda <i>Mr. Warren</i>	Action
9:35 a.m.	Accreditation Year 7 Visit <i>Dr. Graydon Stanley and Dr. Sara Egbert</i>	Discuss
10:20 a.m.	Break	

Board Meeting Agenda

All Times are Estimates

10:30 a.m.	Board Meeting Resumes		
10:30 a.m.	Consent Agenda <i>Mr. Warren</i> <ol style="list-style-type: none">August 24, 2022 Board Meeting MinutesPersonnel Update	Action	Tab 1 Tab 2
10:35 a.m.	Introduction of 2022-23 SGA Leadership <i>Dr. Stanley</i>	Discuss	
10:40 a.m.	Student Government Association Activity Report ➤ Walla Walla Campus <i>Mr. Ricky Gonzalez</i>	Discuss	
10:50 a.m.	Faculty Senate Update <i>Mr. Chris Mehl</i>	Discuss	
11:00 a.m.	President's Report <i>Dr. Chad Hickox</i>	Discuss	

11:15 a.m.	Enrollment Reports <i>Dr. Nick Velluzzi</i> ➤ 2021-22 Year-End Enrollment ➤ Summer Quarter and Preliminary Fall Quarter Enrollment	Discuss	Tab 3 Tab 4
11:25 a.m.	Financial Update <i>Ms. Lori Peterson</i>	Discuss	
11:35 a.m.	First Read: Board Policy 1340 – Participatory Governance <i>Dr. Hickox</i>	Discuss	Tab 5
11:45 a.m.	Emergency Succession Plan <i>Dr. Hickox</i>	Discuss	
11:50 a.m.	Introduction of Vice President of Human Resources <i>Dr. Hickox</i>	Discuss	
11:55 a.m.	Faculty Emeritus Request <i>Dr. Hickox</i>	Action	Tab 6
12:00 p.m.	Board Reports / Remarks	Discuss	
12:10 p.m.	New and Unscheduled Business	Discuss	
12:20 p.m.	Board of Trustees Election of 2022-23 Officers	Action	
12:30 p.m.	Public Comment <i>Persons wishing to express their views on any matter must sign up in advance and are limited to three minutes.</i>	Discuss	
12:45 p.m.	Adjournment		

**Board of Trustees Meeting Minutes
Community College District No. 20
Walla Walla Community College**

The Board of Trustees of Community College District No. 20 met in regular session on Wednesday, August 24, 2022 in the Board Room on the Walla Walla Community College Walla Walla Campus and via Zoom. Mr. Bill Warren called the meeting to order at 9:31 a.m.

Trustees present: Mr. Bill Warren, Chair
Mr. Tim Burt
Mr. Sergio Hernandez
Ms. Tara Leer
Ms. Michelle Liberty

Administrators present: Dr. Chad Hickox, President
Dr. Jess Clark, Vice President, Instruction
Ms. Brooke Marshall, Vice President, Human Resources
Dr. Graydon Stanley, Vice President, Student Services
Dr. Nick Velluzzi, Vice President, Enrollment Services and Institutional Effectiveness
Mr. Jerry Anhorn, Dean, Workforce Education
Ms. Margarita Banderas, Director, Equity, Diversity, & Inclusion
Dr. Lisa Chamberlin, Dean, Enrollment Strategies
Ms. Jessica Cook, Executive Director, Foundation
Ms. Christy Doyle, Dean, Access and Opportunity
Dr. Karl Easttorp, Director, Marketing & Communications
Dr. Chad Miltenberger, Dean, Clarkston Campus
Dr. Benjamin Schultze, Dean, Nursing & Allied Health
Mr. Joshua Slepín, Director, Institutional Research & Effectiveness

Also present: Ms. Kathy Adamski, Assistant Dean, Nursing
Ms. Debra Erikson, Assistant Dean, Student Success Center
Ms. Diana Herrmann, Director, Guided Pathways
Ms. Doreen Kennedy, Recording Secretary

Approval of Agenda.

Mr. Burt moved and Mr. Hernandez seconded to approve the agenda for the August 24, 2022 Board of Trustees meeting as presented. *Motion carried.*

WAC Policy Review. Dr. Jean Hernandez reviewed with the Board of Trustees six college policies being submitted for repeal, amendment, and adoption to the Washington State Registrar (WSR) on behalf of WWCC for codification as Washington Administrative Code (WAC) during a study session.

Consent Agenda.

Mr. Hernandez moved and Ms. Liberty seconded that the consent agenda items be approved or accepted, as appropriate:

1) June 22, 2022 Board Meeting Minutes, 2) Personnel Update.

Motion carried.

Approve WAC Policies.

➤ Repeal WAC 132T-04

Mr. Burt moved and Mr. Hernandez seconded that the Board approve the recommendation from Dr. Hickox to repeal

WAC 132T-04. *Motion carried.*

➤ Amend WAC 132T-09, WAC 132T-90, and WAC 132T-190

Mr. Burt moved and Mr. Hernandez seconded that the Board approve the recommendation from Dr. Hickox to amend WAC 132T-09 as presented, attached, and made part of these minutes. *Motion carried.*

Mr. Burt moved and Mr. Hernandez seconded that the Board approve the recommendation from Dr. Hickox to amend WAC 132T-90 as presented, attached, and made part of these minutes. *Motion carried.*

Mr. Burt moved and Ms. Liberty seconded that the Board approve the recommendation from Dr. Hickox to amend WAC 132T-190 as presented with additional changes recommended by the Board, attached, and made part of these minutes. *Motion carried.*

➤ Adopt WAC 132T-100 and WAC 132T-105

Mr. Burt moved and Ms. Liberty seconded that the Board approve the recommendation from Dr. Hickox to adopt WAC 132T-100 as presented, attached, and made part of these minutes. *Motion carried.*

Ms. Liberty moved and Mr. Burt seconded that the Board approve the recommendation from Dr. Hickox to adopt WAC 132T-105 as presented, attached, and made part of these minutes. *Motion carried.*

Board Reports / Remarks. The following items were discussed:

- Dean of Arts & Sciences search status
- Spring 2023 ACT Conference – request from ACT for WWCC to host
- Enrollment

New and Unscheduled Business. None.

Public Comment. None.

Adjournment. The meeting adjourned at 11:40 a.m.

Dr. Chad E. Hickox, President

ATTEST:

Mr. Bill Warren, Chair
Board of Trustees

REPEALER

The following chapter of the Washington Administrative Code is repealed:

WAC 132T-04-001	Promulgation.
WAC 132T-04-010	Offices.
WAC 132T-04-020	Meetings.
WAC 132T-04-030	Executive sessions.
WAC 132T-04-040	Order of agenda.
WAC 132T-04-050	Records of board action.
WAC 132T-04-060	Parliamentary procedure.
WAC 132T-04-070	Adoption or revision of policies.
WAC 132T-04-080	Officers of the board.
WAC 132T-04-090	Committees.
WAC 132T-04-100	Fiscal year.
WAC 132T-04-110	Official seal.
WAC 132T-04-120	Changes to bylaws.

AMENDATORY SECTION (Amending Order 72-8, filed 5/2/72)

WAC 132T-09-001 ((Formal hearing policy-)) Adoption of model rules of procedure. ((In each instance that a formal hearing is required by institutional policy, regulation or chapter 28B.19 RCW, the provisions of WAC 132T-09-001 through 132T-09-480 shall be applicable.)) The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereby amended, are adopted for use at Walla Walla Community College District 20. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules previously adopted by this college, the model rules prevail.

AMENDATORY SECTION (Amending Order 72-8, filed 5/2/72)

WAC 132T-09-005 ((Definitions-)) Appointment of presiding officers. ((As used herein, the term "agency" shall mean the board of trustees of Community College District No. 20 and Walla Walla Community College.)) The president or designee shall appoint a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or designee, or any combination of the above. Where more than one individual is appointed to be the presiding officer, the president or designee shall designate one person to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

AMENDATORY SECTION (Amending Order 72-8, filed 5/2/72)

WAC 132T-09-010 ((Appearance and practice before agency.)) Method of recording. ((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.))

Proceedings will be recorded by a method determined by the presiding officer, among those available under the model rules of procedure.

AMENDATORY SECTION (Amending Order 72-8, filed 5/2/72)

WAC 132T-09-080 ~~((Notice and opportunity for hearing in contested cases.))~~ **Application for adjudicative proceeding.** ~~((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 Walla Walla Community College or his designee and shall state the time, place and issues involved as required by RCW 28B.19.120.))~~ An application for adjudicative proceeding shall be in writing. Application forms are available at the following address:

Office of the President
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362.

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

AMENDATORY SECTION (Amending Order 72-8, filed 5/2/72)

WAC 132T-09-090 ~~((Service of process By whom served.))~~ **Brief adjudicative procedures.** ~~((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.))~~ This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are adopted by reference. In addition to those proceedings specified elsewhere in college regulations, brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations;
- (2) Challenges to content of education records; or
- (3) Outstanding debts owed by students or employees.

AMENDATORY SECTION (Amending Order 72-8, filed 5/2/72)

WAC 132T-09-100 ~~((Service of process Upon whom served.))~~ **Discovery.** ~~((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.)) Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall refer to the civil rules of procedure. The presiding officer may control the frequency and nature of discovery permitted and order discovery conferences to discuss discovery issues.

AMENDATORY SECTION (Amending Order 72-8, filed 5/2/72)

WAC 132T-09-110 ~~((Service of process—Service upon parties.))~~
Procedure for closing parts of the hearings. ~~((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 service of such papers, and a copy shall be furnished to counsel of record.))~~ Any party may apply for a protective order to close part of the hearing. The party making the request shall state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within 10 calendar days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed and state the reasons in writing within 20 calendar days of receiving the request.

AMENDATORY SECTION (Amending Order 72-8, filed 5/2/72)

WAC 132T-09-120 ~~((Service of process—Method of service.))~~ **Recording devices.** ~~((Service of papers shall be made personally or, unless otherwise provided by law, by first-class, registered, or certified mail or by telegraph.))~~ No cameras or recording devices are allowed in those parts of the proceedings that the presiding officer has determined shall be closed under WAC 132T-09-010, except for the method of official recording selected by the college.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132T-09-130	Service of process—When service complete.
WAC 132T-09-140	Service of process—Filing with agency.
WAC 132T-09-230	Depositions and interrogatories in contested cases—Right to take.
WAC 132T-09-240	Depositions and interrogatories in contested cases—Scope.
WAC 132T-09-250	Depositions and interrogatories in contested cases—Officer before whom taken.

WAC 132T-09-260	Depositions and interrogatories in contested cases—Authorization.
WAC 132T-09-270	Depositions and interrogatories in contested cases—Protection of parties and deponents.
WAC 132T-09-280	Depositions and interrogatories in contested cases—Oral examination and cross-examination.
WAC 132T-09-290	Depositions and interrogatories in contested cases—Recordation.
WAC 132T-09-300	Depositions and interrogatories in contested cases—Signing attestation and return.
WAC 132T-09-310	Depositions and interrogatories in contested cases—Use and effect.
WAC 132T-09-320	Depositions and interrogatories in contested cases—Fees of officers and deponents.
WAC 132T-09-330	Depositions upon interrogatories—Submission of interrogatories.
WAC 132T-09-340	Depositions upon interrogatories—Interrogation.
WAC 132T-09-350	Depositions upon interrogatories—Attestation and return.
WAC 132T-09-360	Depositions upon interrogatories—Provisions of deposition rule.
WAC 132T-09-400	Hearing officers.
WAC 132T-09-410	Hearing procedures.
WAC 132T-09-420	Duties of hearing officers.
WAC 132T-09-430	Stipulations and admissions of record.
WAC 132T-09-440	Definition of issues before hearing.
WAC 132T-09-450	Continuances.
WAC 132T-09-460	Rules of evidence—Admissibility criteria.
WAC 132T-09-470	Tentative admission—Exclusion—Discontinuance—Objections.
WAC 132T-09-480	Form and content of decisions in contested cases.

Chapter 132T-90 WAC
(~~(IMPLEMENTATION OF THE)~~) FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
(~~(OF 1974)~~)

AMENDATORY SECTION (Amending Order 75-5, filed 5/20/75)

WAC 132T-90-010 (~~((Purpose-))~~) **The Family Educational Rights and Privacy Act (FERPA).** (~~((The purpose of this chapter is to comply))~~) Walla Walla Community College District 20 complies with the requirements of Public Law 93-380, § 513, of 1974, also annotated as 20 U.S.C.A. 1232, which law represents amendments to the General Education Provisions Act. As (~~(indication)~~) indicated in the aforesaid law, its purpose is to assure that students attending institutions of higher education (~~(such as Walla Walla Community College)~~) shall have a right to inspect certain records and files intended for school use or made available to parties outside the college.

The student policy called confidentiality of student records (FERPA) provides additional information on student rights under FERPA, what directory information may be released by the college, and contact information for the U.S. Department of Education. The college catalog has a link for the release of information form and additional information on this student policy. Copies of the catalog and policy are available online at www.wbcc.edu. Questions and inquiries about FERPA policy and procedures should be directed to the college registrar.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 132T-90-020	Definitions.
WAC 132T-90-030	Right of inspection.
WAC 132T-90-040	Availability of directory information.
WAC 132T-90-050	Access permitted to college and certain other officials without consent.
WAC 132T-90-060	Distribution of information to others.
WAC 132T-90-070	Notice of rights given under Family Educational Rights and Privacy Act of 1974.
WAC 132T-90-080	Requests for access to student records.
WAC 132T-90-090	Determination regarding records.
WAC 132T-90-100	Hearing procedure.
WAC 132T-90-110	Right of students to register objections.

Chapter 132T-190 WAC
((POLICY ON THE)) USE OF THE COLLEGE FACILITIES

AMENDATORY SECTION (Amending Order 78-6, filed 10/24/77)

WAC 132T-190-010 Use of college facilities. ((Because the)) Walla Walla Community College ((is an educational institution provided and maintained by the people of the state, its campus, buildings, properties, and facilities shall be reserved at all times for those activities which either)) District 20 provides continued educational opportunities that are related directly to its educational mission or are justifiable on the basis of their contributions to the cultural, social, or economic development of ((the state)) its service district. In keeping with this general purpose, the college believes that facilities should be available for a variety of uses that are of benefit to the general public, provided said uses do not interfere with the educational mission of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes.

AMENDATORY SECTION (Amending Order 78-6, filed 10/24/77)

WAC 132T-190-020 Limitations ((of)) on the use ((to)) of college facilities for school activities. The college buildings, properties, grounds, athletic fields, parking lots, and facilities, including those of the associated student body, may be used only for:

(1) The regularly established teaching, research, or public service activities of the college and its departments or related agencies.

(2) Cultural, educational, or recreational activities of the students ((or of the)), faculty, ((or)) staff, or contracted partners.

(3) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the official sponsorship of the college ((or)), its departments, associated student body, or contracted partners.

(4) Public events of a cultural or professional nature brought to the campus at the request of college departments or committees ((and presented with their active)), official sponsorship, and active participation.

(5) Activities or programs sponsored by educational institutions, by state or federal agencies, by charitable agencies ((or)), civic groups, or community organizations whose activities are of widespread public service and of a character appropriate to the college.

(6) College facilities may be assigned to college recognized student organizations for regular business meetings, social functions, and for programs open to the public. Any college recognized student organization may invite speakers from outside the college community to speak on campus, subject to the availability of facilities and in compliance with administrative policies and procedures on the use of college facilities and expressive speech. The appearance of an invited

speaker on campus does not represent an endorsement by the college, its students, employees, or board of trustees, implicitly or explicitly, of the speaker's views.

(7) Reasonable conditions may be imposed to regulate the appropriateness of requests, of space assigned, time of use, and to ensure the proper maintenance of the facilities. Subject to the same limitations, individuals or groups within the college community may request use of college facilities. Arrangements by both organizations and individuals must be made through the designated administrative officer per the college's administrative policies and procedures.

(8) The college may restrict an individual's or group's use of college facilities if that person or group has, in the past, damaged or destroyed college facilities. Charges may be imposed for any damage or theft during the use of the facilities. The individual, group, or organization requesting space will be required to state in advance the general purpose of any meeting.

NEW SECTION

WAC 132T-190-025 Statement of intentions. The college neither intends nor desires to compete with any local agency or private enterprise in making its facilities available to the community. Privately operated facilities exist which are well qualified to best meet many community needs. The college encourages the community to patronize local businesses or agencies. With this approach, the college will work cooperatively with local private enterprise to the mutual benefit of all concerned.

AMENDATORY SECTION (Amending WSR 82-24-021, filed 11/22/82)

WAC 132T-190-030 ~~((Limitation of use.))~~ Restrictions on the use of college facilities. (1) Primary consideration shall always 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.

(2) ~~((In general, the))~~ College 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 unless their use aligns with the college mission.

(3) ~~((College facilities may not be used for commercial sales, advertising or promotional activities except when such activities clearly serve educational objectives (as in display of books of interest to the academic community or in the display or demonstration of technical or research equipment) and when they are conducted under the sponsorship or at the request of a college department or office or of the associated student body.~~

~~((4))~~ 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))~~ in cases of sponsored pub-

lic forums. ((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.

(5) 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 outside rooms or facilities to which access by be granted.

(6) Because of limitations imposed by the constitution of the state of Washington, the facilities of the college may not be used for the purpose of religious worship, exercise or instruction, except as provided in WAC 132T-190-030(7).

(7) College facilities are available to all recognized student groups and faculty or staff organizations, subject to these general policies, except as provided in WAC 132T-190-030(6), and to the rules and regulations of the college governing student, faculty and staff affairs.

(8) Handbills, leaflets and similar materials, except those which are commercial, obscene, or unlawful in character, may be distributed on the campus by regularly enrolled students, members of recognized student organizations or college personnel.))

(4) Religious groups shall not use college facilities as a permanent meeting place. Use may be intermittent only.

(5) These rules shall apply to students, employees, recognized student groups, contracted partners, and visitors using college facilities.

(6) Materials may be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the ((college)) college's affairs or the free flow of traffic. Any distribution of materials as authorized by the designated administrative officer shall not be construed as support or approval of the content by the college community or board of trustees. Persons and organizations not connected with the college may not distribute handbills ((and)) or similar materials. The use of posters or any other materials that could leave permanent physical markings or damage facilities must be preapproved by the designated administrative officer and in compliance with the college's administrative policies and procedures.

((+9+)) (7) Exterior audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs as determined by the appropriate administrative officer. All sound amplification devices must be used at a volume that does not disrupt the normal use of classrooms, offices, laboratories, or any previously scheduled college event or activity.

((+10+)) (8) No person or group may use or enter onto college facilities having in their possession firearms, even though licensed to do so, except commissioned police officers as prescribed by law, this chapter, and WAC 132T-100-132.

(9) The right of peaceful dissent within the college community will be preserved. The college retains the right to take steps to ensure the safety of individuals, the continuity of the educational process, and the protection of property. While peaceful dissent is acceptable, violence or disruptive behavior is not a legitimate means of dissent. Should any person, group, or organization attempt to resolve differences by means of violence, the college and its officials need not negotiate while such methods are employed.

(10) Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises; however, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits.

(11) Where college space is used for an authorized function (such as a class or a public or private meeting under approved sponsorship, administrative functions, or service related activities), groups must obey and comply with the directions of the designated administrative officer, campus public safety officer, or individual in charge of the meeting.

(12) If a college facility abuts a public area or street, and if an activity, although on public property, unreasonably interferes with ingress and egress to college property, the college may choose to impose its own sanctions on any individual on college property who violates this chapter, although remedies might be available through local law enforcement agencies.

(13) Walla Walla Community College District 20 shall be open to the public between the hours of 7:00 a.m. and 10:00 p.m., Monday through Friday, except for holidays or other announced closures of the college and in accordance with the college's administrative policies and procedures on use of college facilities and expressive speech. Individual building hours may vary due to scheduled functions or activities. Employees of the college who have college-related business may be in the college facilities outside of these hours.

NEW SECTION

WAC 132T-190-035 Use of facilities for expressive activities.

Walla Walla Community College District 20 provides guidelines for expressive activity on the college premises within this chapter and through its administrative policies and procedures on use of college facilities and for expressive speech.

Students, employees, student organizations, and the public may use prespecified locations on college facilities for expressive activities during the college's hours of operation as stated in WAC 132T-190-033 and in accordance with the college's administrative policies and procedures on the use of college facilities and for expressive speech.

(1) The activity must be conducted in accordance with any other applicable board policies, college policies, and regulations at the college, including at the local, state, and federal levels.

(2) Expressive activities do not include obscene, lewd, or indecent conduct. Expressive speech or actions that use abusive language or conduct, and thereby intentionally create a risk of assault or disrupt any college function is disorderly conduct.

AMENDATORY SECTION (Amending Order 78-6, filed 10/24/77)

WAC 132T-190-040 Administrative control. The board hereby delegates to the president authority to set up administrative policies and procedures for ~~((proper review of))~~ the use of college facilities; to establish, within the framework of these policies, regulations governing such use; and to establish rental schedules where appropriate. The college reserves the right to determine if an infraction of these rules has been committed.

AMENDATORY SECTION (Amending Order 78-6, filed 10/24/77)

WAC 132T-190-050 Trespass. (1) Individuals who are not students ~~((or))~~, members of the faculty or staff, or contracted partners and who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the ~~((campus))~~ president~~((r))~~ or ~~((his))~~ designee~~((r))~~ to leave the college property. Such a request ~~((will be deemed to))~~ prohibits the entry of, withdraws the license or privilege to enter onto, or remain upon any portion of the college facilities by the person or group of persons requested to leave, and subject such individuals to arrest under the provisions of chapter 9A.52 RCW ~~((9.88.080))~~.

(2) Members of the college community (students, faculty ~~((and))~~, and staff, and contracted partners) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established regulations in Title 132T WAC and college policies.

(3) Any person who violates or is in violation of a ~~((district))~~ college policy may have the license or privilege to be on ~~((district))~~ college property revoked and ordered to withdraw from and refrain from entering upon any ~~((district))~~ college property. Remaining on or reentering ~~((district))~~ college property after one's license or privilege to be on ~~((district))~~ college property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass.

NEW SECTION

WAC 132T-190-060 Control of pets on college facilities. Pets on the grounds of Walla Walla Community College District 20 shall be in the physical control of their owner in accordance with local and state laws, on a leash, and all waste must be removed from the college premises. Animals are prohibited from entering buildings operated by the college, except for service animals as an accommodation for a disability in accordance with state laws, Walla Walla municipal codes, and the college's administrative policies and procedures.

NEW SECTION

WAC 132T-190-070 Fee schedule and application process. The college's fee schedule for use of facilities and application process are available on its website.

**Chapter 132T-100 WAC
STUDENT CODE OF CONDUCT**

NEW SECTION

WAC 132T-100-010 Preamble. Walla Walla Community College District 20 is supportive of diversity among ideas, cultures, and student characteristics in the pursuit of advancing one's education. A responsibility to secure, respect, and protect such opportunities and conditions is shared by all members of the academic community. As a member of this community, students are expected to uphold and be accountable for this student code of conduct both on and off campus and acknowledge that the college has the authority to take disciplinary action when a student violates these policies. As an agency of the state of Washington, the college must respect and adhere to all laws established by local, state, and federal authorities. This student code of conduct has been developed to educate students and protect the welfare of the community.

NEW SECTION

WAC 132T-100-020 Statement of student rights. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy, and are deemed necessary to achieve the educational goals of the college, including:

(1) Academic freedom - Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public. Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b). Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and all harassment, including sexual harassment. Individuals shall abide by all college administrative policies and procedures on academic freedom and expressive speech. Chapter 132T-105 WAC describes the college's student conduct procedures for handling Title IX complaints.

(2) Due process - The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges. A student accused of violating this student code of conduct is entitled, upon request, to procedural due process as set forth in this chapter.

NEW SECTION

WAC 132T-100-030 Definitions. The following definitions shall apply for the purpose of this student code of conduct unless such terms are defined otherwise herein:

Advisor - A person of the complainant's or respondent's choosing who can accompany the complainant or respondent to any conduct-related meeting or proceeding. This person cannot be involved in the case either as a witness or a college employee who has been involved in the matter. Chapter 132T-105 WAC describes the college's student conduct procedures for handling Title IX complaints.

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 of trustees - The five member governance board appointed by the governor of the state of Washington for Walla Walla Community College District 20.

Business day - A weekday, excluding weekends, college holidays, or other days the college is closed, most often used to represent a timeline of 10 days or less.

Calendar day - A calendar day includes weekdays and weekends, most often used to represent a timeline of more than 10 days.

College - This chapter is specific to Walla Walla Community College District 20.

College employee - Any person employed by the college or volunteering at the college performing assigned duties.

College facilities - Any and all real and personal property controlled, rented, leased, or operated by the college, including all buildings and appurtenances affixed thereon or attached thereto. College facilities extend to distance education classroom environments and agencies or institutions that have educational agreements with the college.

College premises - All campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college including parking lots, adjacent streets, and sidewalks.

Complainant - A person who reports that a violation of the student code of conduct has occurred towards themselves, another person, a group of people, or college property. In matters of sexual misconduct outside of the Title IX definition, a complainant is an alleged victim of sexual misconduct. Chapter 132T-105 WAC describes the college's student conduct procedures for handling Title IX complaints.

Complaint - A description of facts that allege a violation of the student code of conduct or other college policy.

Conduct review officer - The vice president of student services or designee responsible for receiving and for reviewing or referring appeals of student disciplinary actions in accordance with the procedures of this code.

Controlled substance - Any drug or substance as defined in chapter 69.50 RCW as now law or hereafter amended.

Disciplinary action - The process by which the student conduct officer imposes discipline against a student for a violation of the student code of conduct. Disciplinary action does not include instructional decisions and actions that are under the authority of faculty members and instructional administrators, such as determination of academic credit and grading. These determinations and any review or appeal of these are outside the scope of this chapter.

Disciplinary appeal - The process by which an aggrieved student can appeal the discipline imposed by the student conduct officer. Disciplinary appeals from a suspension in excess of 10 business days or an expulsion or dissolution of a student organization are heard by the student conduct board. Appeals of all other appealable disciplinary action shall be reviewed by the conduct review officer through brief adjudicative proceedings.

Policy - The written regulations of the college as found in, but not limited to, the student code of conduct and any other official regulation written or in electronic form.

Preponderance of the evidence - The standard of proof used with all student disciplinary matters at the college that are within the jurisdiction of the student code of conduct, which means that the amount of evidence must be at 51 percent or more likely than not before a student is found responsible for a violation.

President - The chief executive officer of the college appointed by the board of trustees or, in such president's absence, the acting president or designee. The president is authorized to delegate any of their responsibilities and reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.

RCW - Revised Code of Washington can be accessed at <http://apps.leg.wa.gov/rcw/>.

Respondent - The student(s) or student organization alleged to have violated a college policy, including this student code of conduct, and against whom disciplinary action is being taken or initiated. Chapter 132T-105 WAC describes the college's student conduct procedures for handling Title IX complaints.

Rules of the student code of conduct - The rules contained herein as now exist or which may be hereafter amended.

Service or filing - The process by which a document is officially delivered to a party. Service or filing is deemed complete and computation of time for deadlines begins upon personal delivery of the document or upon the date the document is electronically mailed and/or deposited into the mail. Documents required to be filed with the college such as requests for appeals, are deemed filed upon actual receipt by the office as designated herein during office hours.

Student - Any person taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, continuing education courses, contract courses, or otherwise. Persons are considered students for purposes of this chapter who withdraw after allegedly violating the student code of conduct, including individuals who are:

(a) Not officially enrolled for a particular term but who have a continuing relationship with the college; or

(b) Who have been notified of their acceptance for admission.

Student conduct board - Also referred to as the SCB is a three member panel which presides over cases that could result in a sanction of expulsion, suspension for more than 10 business days, withholding or revocation of a degree or certificate, and/or loss of recognition of a student organization using the full adjudicative process pursuant to the Administrative Procedure Act, chapter 34.05 RCW.

Student conduct meeting - The conduct meeting with the student conduct officer using the brief adjudicative process to determine responsibility for violations of the student code of conduct.

Student conduct officer - Referred to as SCO, is the person designated by the college president to be responsible for the administration of the student code of conduct or designee. The SCO is authorized to delegate their responsibilities as may be reasonably necessary.

Student organization - Any number of persons who have complied with the formal requirements for college recognition, such as clubs and associations, and are recognized by the college as such.

Visitors - Guests, applicants, contractors, vendors, advisory board members, foundation board members, and members of the public on college premises.

WAC - The Washington Administrative Code can be accessed at <http://app.leg.wa.gov/wac/>.

NEW SECTION

WAC 132T-100-040 Authority. The board of trustees, acting pursuant to RCW 28B.50.140(13), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures may be delegated by the president. Unless otherwise specified, the student conduct officer or designee shall serve as the principal investigator and administrator for alleged violations of this code.

NEW SECTION

WAC 132T-100-045 Statement of jurisdiction. Refer to chapter 132T-105 WAC for Title IX violations and jurisdiction as it applies to student conduct procedures related to Title IX.

(1) The student code of conduct shall apply to student conduct that occurs on college premises; at or in connection with college-sponsored activities; or to off-campus conduct that in the judgment of the college adversely affects the college community or the pursuit of its objectives.

(2) Jurisdiction extends to, but is not limited to, locations in which students are engaged in official college activities including, but not limited to, foreign or domestic travel, activities funded by the associated students, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences, or any other college-sanctioned social or club activities. Students are responsible for their conduct from notification of acceptance at the college through the actual receipt of a de-

gree or certificate, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from the college while a disciplinary matter is pending. The student conduct officer has sole discretion, on a case-by-case basis, to determine whether the student code of conduct will be applied to conduct that occurs off campus.

(3) In addition to initiating disciplinary proceedings for violation of the student code of conduct, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college may continue with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil proceedings or criminal prosecution.

NEW SECTION

WAC 132T-100-050 Good standing. The award of a degree or certificate is conditioned upon the student's good standing in the college and satisfaction of all program requirements. Good standing means the student has resolved any acts of academic or behavioral misconduct and has complied with all sanctions imposed because of any misconduct. The college shall deny award of a degree or certificate if the student is dismissed from the college based on their misconduct. The college may withhold awarding a degree or certificate until the completion of the process set forth in the student code of conduct, including the completion of all sanctions imposed, if any.

NEW SECTION

WAC 132T-100-060 Student conduct board. The college will have a student conduct board (SCB) composed of three members who shall be vice presidents, deans, or directors as designated by the college and trained to conduct the full adjudicative process. The SCB will serve as a standing committee until a final decision is made regarding the student conduct matter for which it was convened. Any SCB member who has a personal relationship with either party or any personal or other interest which would prevent a fair and impartial review and decision, will be recused from the proceedings. One member, acting as the chair, will preside at the disciplinary hearing and will provide administrative oversight throughout the hearing process. Any three members constitute a quorum of the student conduct board and may act accordingly. The college may retain an advisor to the SCB, including an assistant attorney general. The conduct review officer (CRO) will convene the members of the SCB when necessary to adjudicate student code of conduct decisions. All SCB members will receive annual training in investigating and adjudicating student conduct matters in a manner that protects the safety and due process rights of the parties.

NEW SECTION

WAC 132T-100-070 Decisions. All student conduct decisions in this chapter are made using the preponderance of evidence standard of proof. These decisions become final after 21 calendar days from the date of notification to the student unless a written appeal is filed prior to that final date. Decisions to document a complaint without a sanction are not eligible for appeal. All decision notifications by the student conduct officer, student conduct board, conduct review officer, or president will include a statement of the decision, a summary of relevant facts upon which the decision was based, and the procedures for appealing that decision if applicable. The notification will be personally delivered, sent electronically to the student's college email address, or by mail to the student's most recent address on file with the college within 21 calendar days of the student conduct proceeding. Students are responsible for promptly notifying the college of changes to their mailing address.

(1) Decisions of findings or sanctions by the student conduct officer (SCO) which do not include sanctions of expulsion, suspension for more than 10 business days, withholding or revocation of a degree or certificate, or loss of recognition of a student organization may be appealed to the conduct review officer (CRO).

(2) Decisions of findings on all violations of the student code of conduct which include sanctions of expulsion, suspension for more than 10 business days, withholding or revocation of a degree or certificate, or loss of recognition of a student organization can be appealed to the student conduct board (SCB).

(3) Decisions of findings or sanctions from the CRO or SCB may be appealed to the college president. Decisions made by the college president are final.

NEW SECTION

WAC 132T-100-100 Conduct—Rules and regulations. The attendance of a student at the college is a voluntary entrance into the academic community. By such entrance, the student 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:

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

A student or student organization is responsible for the conduct of their invited guests, advisors, and representatives on or in college-owned or controlled property and at activities sponsored by the college or sponsored by any recognized college organization. All student clubs or organizations shall comply with the student code of con-

duct. When a member or members of a student club or organization violate the student code of conduct, the members and/or individual member may be subject to appropriate sanctions authorized by this student code of conduct. Any student or student organization that, either as a principal or participator or by aiding or abetting, commits or attempts to commit or who incites, encourages, or assists another person to commit a violation of any of the prohibited conduct, rules and regulations, or college policies will be subject to disciplinary action.

NEW SECTION

WAC 132T-100-105 Abusive conduct. Physical and/or verbal abuse, threats, intimidation, harassment, online harassment, coercion, bullying, cyberbullying, retaliation, stalking, cyberstalking, 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.

NEW SECTION

WAC 132T-100-108 Abuse of the student conduct process. Abuse of the student conduct process which includes, but is not limited to:

(1) Failure to comply with any notice from a college employee to appear for a meeting or hearing as part of the student conduct process.

(2) Willful falsification, distortion, or misrepresentation of information during the conduct process.

(3) Disruption or interference with the orderly conduct of a college conduct proceeding.

(4) Filing fraudulent charges or initiating a college conduct proceeding in bad faith.

(5) Attempting to discourage an individual's proper participation in, or use of, the student conduct process.

(6) Attempting to influence the impartiality of a member of the college conduct process prior to, during, and/or after any college conduct proceeding.

(7) Harassment (written, verbal, or physical), retaliation, and/or intimidation of any person or persons involved in the conduct process prior to, during, or after any college conduct proceeding.

(8) Failure to comply with the sanction(s) imposed under the student code of conduct.

NEW SECTION

WAC 132T-100-111 Academic integrity. Walla Walla Community College District 20 has adopted administrative policy 6010 - academic integrity and administrative procedure 6010 - academic integrity to enforce the institution's academic integrity rules. Please refer to them

for additional information on the college's processes for handling academic integrity violations.

NEW SECTION

WAC 132T-100-114 Dishonesty. Any acts of dishonesty include, but are not limited to:

(1) Forgery, alteration, submission of falsified documents, or misuse of any college document, record, or instrument of identification;

(2) Tampering with an election conducted by or for college students; or

(3) Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college employee.

NEW SECTION

WAC 132T-100-117 Obstructive or disruptive conduct. Conduct that is disorderly, lewd, indecent, or assisting or encouraging another person to obstruct or disrupt, not otherwise protected by law, that interferes with, impedes, or otherwise unreasonably hinders:

(1) Instruction, research, administration, disciplinary proceeding, or other college activities, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity; or

(2) Any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.

NEW SECTION

WAC 132T-100-120 Assault, intimidation, harassment. Unwanted touching, physical abuse, verbal (written or oral) abuse, threat(s), intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this code, bullying is defined as repeated or aggressive unwanted behavior, not otherwise protected by law that intentionally humiliates, harms, or intimidates the victim.

NEW SECTION

WAC 132T-100-123 Cyber misconduct. Cyberstalking, cyberbullying, or online harassment. Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic

bulletin boards, and social media sites, to harass, abuse, bully, or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

NEW SECTION

WAC 132T-100-126 Property violation. Damage to, theft, misappropriation of, unauthorized use or possession of, vandalism, or other nonaccidental damaging or destruction of college property or the property of another person. Property for purposes of this section includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.

NEW SECTION

WAC 132T-100-129 Failure to comply with directive. Failure to comply with the directive of a college employee who is acting in the legitimate performance of their duties, including conduct directives contained in a program student handbook, and failure to properly identify oneself to such a college employee when requested to do so.

NEW SECTION

WAC 132T-100-132 Weapons violations. A weapons violation includes the possession, exhibiting, displaying, or use of any firearm, explosive, dangerous chemical, knife, or other instrument capable of inflicting serious bodily harm in circumstances that are reasonably perceived as causing alarm for the safety of any person. The term weapons violation includes any threat to use a weapon to harm any person and the use of any fake weapon or replica to cause the apprehension of harm. Weapons violation does not include the lawful possession of any personal protection spray device authorized under RCW 9.91.160. The term weapons violation further includes possession on college premises of any firearm or other dangerous weapon in violation of public law, this chapter, or college policy. Examples include, but are not limited to:

(1) Firearms, explosives, dangerous chemicals, or other dangerous weapons or instrumentalities not permitted on campus premises, except for authorized campus purposes, or unless prior written approval has

been obtained from the college president or designee. Exceptions include:

(a) Commissioned law enforcement personnel or legally authorized military personnel acting within the scope of their employment;

(b) Private contracted security with expressed prior written permission from the college president or designee to possess firearms or dangerous weapons while employed by the college or for a permitted or contracted event;

(c) Students with legally issued concealed weapons permits may store their weapons in vehicles that are parked on campus in accordance with RCW 9.41.050 provided the vehicle is locked and the weapon is concealed from view. In addition, the owner of the weapon must adhere to RCW 9.41.360 whereby a prohibited person(s) may not gain access to the weapon;

(d) Knives, tools, and other objects that are being used for a legitimate educational purpose as part of a college instructional program; or

(e) The president or designee may authorize permission of a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

(2) Firearms include, but are not limited to, what are commonly known as air guns or rifles, BB guns, and pellet guns, and any instrument used in the propulsion of shot, shell, bullets, or other harmful objects by:

(a) The action of gunpowder or other explosives;

(b) The action of compressed air; or

(c) The power of springs or other forms of propulsion.

(3) The exhibition or display of a replica or a dangerous weapon also is prohibited under this subsection if done in a manner, and at a time or place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.

NEW SECTION

WAC 132T-100-135 Hazing. Walla Walla Community College District 20 complies with RCW 28B.10.900 through 28B.10.903 and Sam's Law, the name of the new antihazing legislation adopted in Washington state. Sam's Law updates the definition of hazing and requires institutions of higher education to implement antihazing programs for their students and employees. It also requires institutions of higher education to publish an annual report identifying student organizations, athletic teams, and living groups found responsible for engaging in hazing.

The act defines hazing to include any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public institution of higher education in the state of Washington, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to

the risk of such harm, regardless of the person's willingness to participate.

The college prohibits any hazing activities on or off the college premises. Refer to college administrative policies and procedures on anti-hazing for additional information on the anti-hazing penalties and education programs for students and employees. Refer to RCW 28B.10.900 through 28B.10.903 for additional information on definitions of hazing and penalties under Washington state law.

NEW SECTION

WAC 132T-100-138 Alcohol, drug, and tobacco violations. (1) Alcohol. The use, possession, delivery, sale of any alcoholic beverage except as permitted by law and applicable college policies, or being observably under the influence of any alcoholic beverage.

(2) Marijuana. The use, possession, delivery, or sale of marijuana or the psychoactive compounds found in marijuana intended for human consumption, regardless of form, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

(3) Drugs. The use, possession, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.

(4) Tobacco, electronic cigarettes, and related products. The use of tobacco, electronic cigarettes, smoking devices, and related products on or in any college facility is prohibited. Related products include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, smokeless tobacco, vaporizers, and snuff.

NEW SECTION

WAC 132T-100-144 Discriminatory conduct. Conduct which harms or adversely affects any member of the college community or visitor because of the person's race; color; national origin; sensory, mental, or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; sexual orientation; gender identity; veteran's status; or any other legally protected classification as defined by the college's policies or local, state, or federal laws and regulations.

NEW SECTION

WAC 132T-100-147 Sexual misconduct. The term sexual misconduct includes sexual harassment, sexual intimidation, and sexual violence. For a description of prohibited sexual conduct under Title IX refer to WAC 132T-105-020.

(1) Sexual harassment. Sexual harassment outside of the Title IX definition or is a one-time offense is included in this chapter. For this chapter, the term sexual harassment means:

(a) Unwelcome conduct of a sexual nature that is sufficiently serious as to deny or limit, or that does deny or limit based on sex, the ability of a student to participate in or benefit from the college's educational or social programs;

(b) Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature or that creates an intimidating, hostile, or offensive environment for students, employees, or visitors; and/or

(c) Alters the terms or conditions of employment for a college employee.

(2) Sexual intimidation. The term sexual intimidation outside of the Title IX definition means threatening or emotionally distressing conduct based on sex and including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

(3) Sexual violence. Sexual violence outside of the Title IX definition is a type of sexual discrimination and sexual harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, intimate partner violence, and stalking are all types of sexual violence.

(a) Nonconsensual sexual intercourse outside of the Title IX definition is any sexual intercourse (anal, oral, or vaginal), however slight, that is without consent and/or by force by a person upon another person or with any object. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(b) Nonconsensual sexual contact outside of the Title IX definition is any intentional sexual touching, however slight, by a person upon another person or with an object that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(c) Domestic violence outside of the Title IX definition includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under the domestic or family violence laws of the state of Washington, or anyone else protected under the domestic or family violence laws of the state of Washington, RCW 26.50.010.

(d) Intimate partner violence outside of the Title IX definition is violence by a person who is or has been in a dating, romantic, or intimate relationship with the victim.

(e) Stalking outside of the Title IX definition is intentional and repeated harassment or following another person which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed even if the perpetrator lacks such intent.

NEW SECTION

WAC 132T-100-150 Harassment. Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, or that does deny or limit, the ability of a student to participate in or benefit from the college's educational or social programs; that changes the terms or conditions of employment for a college employee; or that creates an intimidating, hostile, or offensive environment for students, employees, or visitors.

Protected status includes a person's race; color; national origin; sensory, mental, or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; sexual orientation; gender identity; veteran's status; or any other legally protected classification. Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media, and electronic communications.

NEW SECTION

WAC 132T-100-153 Retaliation. Harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person or their property as reprisal because such person reported an alleged violation of this code or college policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a college investigation or disciplinary proceeding. Retaliation may include adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism.

NEW SECTION

WAC 132T-100-156 Misuse of electronic resources. Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

- (1) Unauthorized use of such resources or opening of a file, message, or other item;
- (2) Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
- (3) Unauthorized use or distribution of someone else's password or other identification;
- (4) Use of such time or resources to interfere with someone else's work;
- (5) Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
- (6) Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
- (7) Use of such time or resources in violation of applicable copyright or other laws;

- (8) Adding to or altering the infrastructure of the college's electronic information resources without authorization; or
- (9) Failure to comply with the college's electronic use policy.

NEW SECTION

WAC 132T-100-159 Unauthorized access. Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.

NEW SECTION

WAC 132T-100-162 Safety violations. Nonaccidental conduct that interferes with or compromises any college policy, equipment, or procedure relating to the safety and security of the campus community or visitors, including tampering with fire safety equipment and triggering false alarms or other emergency response systems..

NEW SECTION

WAC 132T-100-165 Violation of other laws or policies. Violation of any federal, state, or local law, rule, or regulation or college rules or policies, including college traffic and parking rules.

NEW SECTION

WAC 132T-100-168 Ethical violation. The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or program.

NEW SECTION

WAC 132T-100-200 Student conduct process. As an agency of the state of Washington, the college's student conduct officer (SCO), student conduct board (SCB), conduct review officer (CRO), or president may be advised or represented by an assistant attorney general in any student code of conduct proceeding.

NEW SECTION

WAC 132T-100-210 Violation of law and college discipline. College disciplinary proceedings may be used to determine a student's responsibility for conduct that potentially violates criminal law and this student code of conduct (that is, if both alleged 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 student code of conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings. Determinations made or sanctions imposed under this student code of conduct will not be subject to change because criminal charges arising out of the same facts that gave rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. In addition to initiating discipline proceedings for violation of the student code of conduct, the college may refer any violations of federal, state, or local laws to civil and criminal authorities for disposition. The college reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

(1) Initiation of disciplinary action. A request for disciplinary action for violation(s) of the student code of conduct must be made to the student conduct officer (SCO) as soon as possible following the violation. Conduct proceedings may be initiated when the SCO receives any direct or indirect report of conduct that may violate this code, which includes, but is not limited to, a police report, an incident report, a witness statement, other documentation, or a verbal or written report from a complainant, witness, or other third party.

(a) The college may initiate disciplinary action under the student code of conduct regardless of whether or not the incident in question is the subject of criminal or civil proceedings.

(b) Any member of the college's administration, faculty, staff, or any student or nonstudent may make a request for disciplinary action, and it must be a good faith claim.

(c) Formal rules of evidence, such as are applied in criminal or civil court, are not used in conduct proceedings. Relevant evidence, including hearsay, is admissible if it is the type of evidence that reasonable persons would rely upon in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

(2) The student conduct officer (SCO), student conduct board (SCB), or college vice president of student services or designee will determine the admissibility of evidence and may seek clarification from witnesses as needed.

(a) If the complaint indicates that the matter involves sexual misconduct as defined by chapter 132T-105 WAC, the SCO will forward the complaint to the Title IX coordinator for review in accordance with chapter 132T-105 WAC.

(b) The SCO or designee will conduct an initial investigation of a complaint to determine whether it alleges conduct that may be prohibited by the student code of conduct. If it is determined through the initial investigation that the report has merit, the SCO will investigate to determine responsibility.

(c) Except in cases of sexual assault or sexual violence outside of the Title IX definition, the parties may elect to mediate the dispute, which shall be facilitated by the SCO or designee.

(d) If the SCO has a conflict of interest or is the subject of a complaint by the student, the president or designee shall, upon request and at their discretion, designate another person to fulfill any such disciplinary responsibilities relative to the request for disciplinary action.

(3) Notification requirements.

(a) If it is determined through the initial investigation that an alleged violation of the student code of conduct might have occurred and which is not eligible for referral to the Title IX coordinator, the SCO will provide the following written notification:

(i) That a report has been submitted alleging conduct which violates the student code of conduct and that a conduct investigation has been initiated to determine responsibility;

(ii) The specific sections of the student code of conduct which are alleged to have been violated;

(iii) That the student may either accept responsibility for the alleged violations or request a conduct meeting with the SCO to present evidence to refute the report;

(iv) That the student may provide evidence such as names and contact information of witnesses to aid in the conduct investigation;

(v) That lists the range of possible sanctions, including the actual sanctions which are issued based on the results of the investigation; and

(vi) That if the student fails to participate in any stage of the conduct proceedings or to request a conduct meeting within 14 calendar days from the date of the notice, the college may move forward with the conduct proceeding without their participation.

(b) If the student requests a conduct meeting within 14 calendar days of the notice, the student will be provided a written notice to appear for a conduct meeting. The notice to appear will be personally delivered, sent electronically to the student's college email address or sent by mail to the most recent address in the student's record on file with the college, not later than 14 calendar days after the request for a conduct meeting. The notice will not be ineffective if presented later due to the student's absence. Such notice will:

(i) Set forth the specific provisions of the student code of conduct and the specific acts which are alleged to be violations, as well as the date(s) of the violation(s), and a description of evidence, if any, of the violation.

(ii) Notify the student of the SCO's investigation and possible sanctions, if any.

(iii) Specify the time, date, and location where the student is required to meet with the SCO. The meeting will be scheduled no earlier than three business days, but within 30 calendar days of the date on the notice that was sent to the student to appear before the SCO. The SCO may modify the time, date, and location of the meeting, either at the student's or college's request, for reasonable cause.

(iv) Inform the student that failure to attend the conduct meeting will not stop the disciplinary process and may result in a transcript/registration hold being placed on the student's account and disciplinary action(s).

(v) Inform the student that they may be accompanied at the meeting by an advisor at their expense. The advisor cannot be a college employee or witness. If the student or their advisor is found to have tampered with witnesses or evidence, or destroyed evidence, the student will be held accountable in the conduct process for their acts and those of their advisor.

(vi) Inform the student that they may present evidence to support their assertions during the meeting.

(4) Student conduct meeting - Brief adjudicative process will follow WAC 132T-100-230.

(a) During the student conduct meeting, the student will be informed of the following:

(i) The specific acts and the provision(s) of this chapter and college policy that the student is alleged to have violated;

(ii) The disciplinary process;

(iii) The range of sanctions which might result from the disciplinary process and that the actual sanctions will depend on the findings of responsibility; and

(iv) The student's right to appeal.

(b) The student will have the opportunity to review and respond to the allegation(s) and evidence and provide the SCO with relevant information, evidence and/or witnesses to the alleged violation(s), and/or explain the circumstances surrounding the alleged violation(s).

(c) The advisor may assist the student during the conduct meeting; however, the student is responsible for presenting their own information and evidence. The advisor may only communicate with the student they are advising. Any disruptions or failure to follow the conduct process and/or directions of the SCO may result in the advisor being excused from the meeting.

(5) Decision by the SCO.

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

(i) Determine that the student is not responsible for a violation of the student code of conduct and thereby terminate the student conduct process;

(ii) Determine that the student is responsible for a violation of the student code of conduct and impose disciplinary sanctions as provided herein; or

(iii) Determine that further inquiry is necessary and schedule another meeting for reasonable cause.

(b) Notification of the decision by the SCO will be issued pursuant to WAC 132T-100-070 within 30 calendar days of the final student conduct meeting. Due to federal privacy law, the college may not disclose to the complainant any sanctions imposed on the responding student unless the complainant was the alleged victim of a violent crime as defined under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 C.F.R. Part 99), this chapter, and the college's administrative policies and procedures, or the responding student consents to such disclosure. A copy of the decision notification will be filed with the office of the SCO.

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

NEW SECTION

WAC 132T-100-220 Appeal process. The student may appeal a disciplinary action by filing a written notice of appeal with the conduct review officer (CRO) within 10 business days of service of the student conduct officer's decision. Failure to timely file a notice of appeal

constitutes a waiver of the right to appeal, and the student conduct officer's decision shall be deemed final.

(1) The request for appeal must include a brief statement explaining the grounds for the appeal or why the student is seeking review. Disagreement with the finding and/or with the sanction(s) does not, by itself, represent grounds for appeal. Decisions may be appealed for one or more of the following:

(a) To determine whether there was a procedural error that substantially affected the outcome of the finding or sanctioning. Deviation from designated procedures is not a basis for sustaining an appeal unless significant prejudice results.

(b) To determine whether the sanction(s) imposed was appropriate and not excessively lenient or excessively severe for the violation of the student code of conduct for which the student was found responsible.

(c) To consider new information, sufficient to alter a decision, or other relevant facts not brought during fact finding, because such information and/or facts were not known, and the student bringing the appeal had no duty to discover or could not have reasonably discovered facts giving rise to the issues during investigation or fact-finding. The notice of appeal must include a brief statement explaining why the respondent is seeking review.

(2) The parties to an appeal shall be the respondent and the conduct review officer.

(3) A student who timely appeals a disciplinary action has a right to a prompt, fair, and impartial hearing as provided for in these procedures.

(4) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.

(5) Imposition of disciplinary action for violation of the student code of conduct shall be stayed pending appeal unless the respondent has been summarily suspended.

(6) The student conduct board shall hear appeals from:

(a) The imposition of disciplinary suspension in excess of 10 business days;

(b) Dismissal;

(c) Withholding or revocation of a degree or certificate; or

(d) Loss of recognition of a student organization.

(7) Student conduct appeals from the imposition of the following disciplinary sanctions shall be reviewed through a brief adjudicative proceeding:

(a) Suspensions of 10 business days or less;

(b) Disciplinary probation;

(c) Written reprimands; and

(d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

(8) Except as provided elsewhere in these rules, disciplinary warnings and dismissals of disciplinary actions are final actions and are not subject to appeal.

(9) Disciplinary decisions of the student conduct officer (SCO) may be appealed for review by the conduct review officer (CRO) using the brief adjudicative process. Disciplinary decisions of the CRO may be appealed for review by the college president using the brief adjudicative process.

(10) Appeals of disciplinary decisions of the SCO pursuant to sexual misconduct that is outside of the Title IX definition will be

referred to the student conduct board (SCB) for a full adjudicative process in accordance with WAC 132T-100-240. The sanctions considered for appeal are:

- (a) Suspension for more than 10 business days;
- (b) Expulsion;
- (c) Withholding or revocation of a degree or certificate; or
- (d) Loss of recognition of a student organization.

(11) Disciplinary decisions by the SCB may be appealed for review by the college president using the brief adjudicative process.

(12) The college president's decision(s) is final.

NEW SECTION

WAC 132T-100-230 Brief adjudicative process. (1) The brief adjudicative process is conducted in accordance with RCW 34.05.482 through 34.05.494.

(2) The student conduct officer (SCO) and conduct review officer (CRO) will use the brief adjudicative process to make decisions of findings of responsibility as provided in this code of conduct.

(3) The president will use the brief adjudicative process to review appeals of all disciplinary decisions made by the student conduct board (SCB).

(4) Within 21 calendar days of filing the appeal, the CRO or president, as applicable, shall review the record of the preceding conduct decision and all relevant information provided by the parties. Based on a preponderance of the evidence, the CRO or president shall decide to affirm, reverse, or modify the findings and/or sanctions. The CRO and president shall have the discretion to seek clarification from witnesses as needed.

(5) Notification of the decision will be issued pursuant to WAC 132T-100-070.

NEW SECTION

WAC 132T-100-240 Full adjudicative process. The student conduct board (SCB) will use the following full adjudicative process to determine responsibility for serious violations which include sanctions of suspension for more than 10 business days, expulsion, withholding or revocation of a degree or certificate, or loss of recognition of a student organization.

(1) The parties will be sent written notification of the SCB adjudication proceedings within 90 calendar days from the date of the filing of the appeal. The notification will contain the following:

(a) The time, date, and location of the hearing, which shall not be less than seven business days from the date of the notice of the hearing;

(b) The specific acts alleged and the provision(s) of college policy which those acts violated;

(c) The SCB procedures;

(d) The name and contact information for the SCB and their advisor, if any, representing the college. The notice will include the of-

ficial title, work mailing address, work telephone number of each member of the student conduct board, the complainant's advisor, and the respondent's advisor; and

(e) A statement that if a party fails to attend or participate in a hearing or other stage of this adjudicative proceeding, they may be held in default in accordance with chapter 34.05 RCW and/or the college may continue the student conduct process, including the hearing, despite the party's absence.

(2) The respondent and complainant have the right to be assisted by one advisor of their choice and at their own expense. The advisor must be someone who is not employed by the college. If the respondent chooses to have an attorney serve as their advisor, the student must provide notice to the SCB no less than five business days prior to the hearing.

(a) The SCB hearing may not be delayed due to the scheduling conflicts of an advisor and such requests will be subject to the discretion of the SCB chair.

(b) If the student or their advisor is found to have tampered with witnesses or evidence, or destroyed evidence, the student will be held accountable in the conduct process for their acts and those of their advisor.

(c) The respondent and/or complainant are responsible for presenting their own information, and therefore, during the hearing, advisors are not permitted to address the SCB, witnesses, the SCO, or any party or advisor invited by the parties to the hearing.

(d) An advisor may communicate with their advisee and recesses may be allowed for this purpose at the discretion of the SCB chair. The advisor may not disrupt or interfere with any aspect of the proceeding. The SCB chair shall have the right to impose reasonable conditions upon the participation of the advisor.

(3) The SCB and the parties will be provided reasonable access to the documentation and evidence which will be reviewed by the SCB, as well as the case file that will be retained by the SCO in accordance with applicable privacy laws.

(4) Any SCB member who has a personal relationship with either party or any personal or other interest which would prevent a fair and impartial review and decision will be recused from the proceedings. A party may make a written request to the SCB chair for the recusal of a SCB member no less than five business days prior to the hearing. The request must be for good cause, which must be shown by the party making the request. The SCB chair will consider the request and notify the student of their decision regarding the recusal prior to the hearing. If the SCB chair grants the recusal, a replacement for the recused SCB member will be made without unreasonable delay.

(5) The parties involved in the hearing will be required to submit their witness list and any evidence to be discussed at the hearing to the SCB chair no less than five business days prior to the hearing.

(a) Each party is allowed a maximum of three character witnesses to appear on their behalf.

(b) The parties must submit a witness list which contains a written statement from each witness that includes a brief description of the relevant information the witness will provide during the hearing.

(c) Witnesses not listed will not participate in the hearing.

(6) Discovery in the form of depositions, interrogatories, and medical examinations of parties are not permitted in student conduct adjudications. Other forms of discovery which ensure the prompt and

thorough completion of the adjudication process may be permitted at the discretion of the SCB chair.

(7) Hearings will be closed to the public except if consented to by all parties and at the discretion of the SCB chair. Witnesses may be allowed in the hearing room only during the time in which they provide their statements to the SCB. The complainant and respondent, depending on their preference and subject to orders of a court of law, such as protection orders, may be present for and observe the entire hearing. At the discretion of the SCB chair, and where the rights of the parties will not be prejudiced, all or part of the hearing may be conducted by telephone, video conference, or other electronic means. Each party shall have the opportunity to hear and, if technically and economically feasible, to see the entire hearing while it is taking place. At all times, however, all parties, their advisors, the witnesses, and the public will be excluded during the deliberations of the student conduct board (SCB).

(8) The SCB chair 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 respondent and complainant, who disrupts a hearing or who fails to follow the directions of the SCB chair, may be excluded from the proceedings and may be subject to disciplinary action.

(9) Questions posed by any party to be answered by each other or by witnesses must be appropriate and respectful. The SCB chair may require any participant of the hearing to provide all questions in writing to the SCB chair. The SCB chair, if appropriate and at their sole discretion, will read the question to the individual to whom it is directed. Any question which the SCB chair has chosen not to read will be documented on record and kept within the case file. The SCB chair will decide matters related to the order of the proceedings.

(10) 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.

(11) After weighing and considering the evidence, the SCB will decide by majority vote whether the respondent is responsible or not responsible for a violation of the student code of conduct. If there is a finding of responsibility for a violation, the SCB shall impose sanctions as set forth herein.

(12) The SCB's decision is made based on a preponderance of the evidence standard of proof, that is, whether it is more likely than not that the respondent violated the student code of conduct.

(13) The notice of decision of the SCB will be issued pursuant to WAC 132T-100-070. A copy of the SCB's decision will also be filed with the office of the SCO.

(14) Disciplinary action taken by the SCB is final unless the student exercises their right of appeal to the college president as provided herein.

NEW SECTION

WAC 132T-100-290 Disciplinary sanctions and terms and conditions. The following disciplinary sanctions may be imposed upon students found to have violated the student code of conduct. If the re-

spondent is found responsible for any violation, the student's past disciplinary record may be considered in determining an appropriate sanction.

(1) Sanctions.

(a) Disciplinary warning. A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

(b) Written reprimand. Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.

(c) Loss of privileges. Denial of specified privileges for a designated period of time. Services and approval to be withdrawn may include, but are not limited to, intramural sports, information technology services, library and/or tutoring services, club activities, student leadership roles, college facility use and rental, and involvement in organizational activities.

(d) Loss of recognition. A student organization's recognition may be withheld permanently or for a specific period of time. Loss of recognition is defined as withholding college services or administrative approval from a student organization. Services and approval to be withdrawn may include, but are not limited to, funding, information technology services, college facility use, and involvement in organizational activities.

(e) Disciplinary probation. Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college. Written notice of disciplinary probation will specify the period of probation and any condition(s) upon which their continued enrollment is contingent.

(i) Such conditions may include, but not be limited to, adherence to terms of a behavior contract or limiting the student's participation in extracurricular activities or access to specific areas of the college's facilities.

(ii) Disciplinary probation may be for a specified term or for a period which may extend to graduation or award of a degree or certificate or other termination of the student's enrollment in the college.

(f) Removal from class. Behavior which has been disruptive to a class to the extent that the continued presence of the student in that class will impair, interrupt, or interfere with the instructor's ability to deliver instruction or other students' abilities to obtain instruction, will result in a withdrawal from that class without a refund or grade penalty.

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

will be no refund of tuition or fees for the quarter in which the action is taken.

(h) Expulsion. Permanent separation of the student from the college. Students who are expelled may be permanently denied access to all or any part of the campus or other facilities. The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

(i) Not in good standing. A student may be deemed not in good standing with the college. If so, the student shall be subject to the following restrictions:

(i) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.

(ii) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function or any forms of intercollegiate competition or representation.

(j) Revocation of admission and/or degree or certificate. Admission to the college or a degree or certificate awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining admission or the degree or certificate, or for other serious violations committed by a student prior to the award of a degree or certificate.

(2) Disciplinary terms and conditions that may be imposed alone or in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:

(a) Restitution. A student may be required to make restitution for damage, loss, injury, or reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of appropriate service and/or monetary or material replacement. Failure to make restitution within 30 calendar days or any period set by the SCO, CRO, SCB, or president will result in an administrative hold being placed on the student's registration, which will prevent future enrollment until the restitution is complete.

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

(c) Professional evaluation. Referral for drug, alcohol, psychological, or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until a future evaluation recommends that the student can reenter the college and comply with the rules of conduct.

(d) No contact order. An order that prohibits direct or indirect physical, verbal, written, and/or any other form of communication or contact with an individual or group. Direct and indirect contact includes, but is not limited to, phone calls, texting, letters, going within sight of places of work or residence, email, social media, and modes of transportation.

NEW SECTION

WAC 132T-100-292 Failure to comply. A student who fails to complete a sanction within the specified time frame may be charged with the student code of conduct violation named failure to comply. It is the student's responsibility to notify the student conduct officer if there are mitigating circumstances that prevent the student from completing the sanction(s) by a specified time frame. The student conduct officer (SCO) may extend the deadline time, at the SCO's discretion. It is the student's responsibility to complete all sanctions within the specified time frame to avoid a hold and/or a charge of failure to comply.

NEW SECTION

WAC 132T-100-295 Disciplinary holds. A disciplinary hold will be placed on the records and registration of any student who:

(1) Fails to respond to a disciplinary notice by a judicial body. Any pending disciplinary matters must be resolved prior to reregistration or a student's graduation. No student will be allowed to register, graduate, obtain transcripts, or receive financial aid until the pending disciplinary case is completed;

(2) Is under an interim suspension from the college. The disciplinary hold will not be removed until the pending disciplinary case is completed;

(3) Is under suspension from the college. The disciplinary hold will not be removed until the student's suspension status has expired and/or the requirements as set forth by the judicial/appellate body for readmission have been successfully met; or

(4) Is under expulsion from the college. The disciplinary hold will only be removed, upon written request, for a student to obtain their transcript.

NEW SECTION

WAC 132T-100-300 Interim measures. (1) Interim measures may be taken pending an investigation or adjudication if there is cause to believe that a student or student organization poses an imminent risk of harm to anyone in the college community; to property; or if the misconduct is so severe, persistent, or pervasive as to substantially disrupt or materially interfere with the college's operations and/or activities or with an individual's education/work activities. Interim measures may include counseling, extensions of time or other course related adjustments, modifications of class schedules, campus escort services, restrictions on contact between the parties, increased security and monitoring of certain areas of campus, restrictions on access to college-owned or operated property and/or events (notice of trespass), including classes, activities, and privileges, or any similar measures while the conduct process is pending.

(2) The student must adhere to the conditions of the interim restriction. If an interim restriction includes campus wide restricted access, the SCO may provide written permission for the student to enter campus for specific purposes such as meeting with the SCO or designee, faculty, staff, witnesses to prepare for an appeal, or to participate in the student conduct process.

(3) Notice of interim measure. The student will be provided written notice of the interim measure(s), stating:

(a) The time, date, place, and nature of the circumstances which created the need for interim measures.

(b) A description of any relevant evidence.

(c) The interim measure.

(d) The possible sanctions that could result from violation of the interim measure including arrest for criminal trespass if the student has been trespassed from campus.

(e) The student's right to either accept the interim measure or submit a written appeal of the interim measure within three business days to the conduct review officer (CRO). An appeal is waived if not submitted within the prescribed time. If the student appeals within the time frame, the interim measure shall remain in place during the appeal process. The CRO will provide written notification to the student of the decision to either maintain or discontinue the interim measure within five business days of receipt of the appeal.

(f) If the student has been trespassed from the campus, a notice against trespass shall be included that warns the student that their privilege to enter or remain on college premises has been withdrawn, that they shall be considered trespassing and subject to arrest for criminal trespass if they enter the college campus other than to meet with the SCO as arranged by an appointment, or to attend a disciplinary hearing. The interim measure shall not replace the regular discipline process which shall proceed as quickly as feasible considering the interim restriction.

NEW SECTION

WAC 132T-100-350 Summary suspension. Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending. The conduct review officer may impose a summary suspension if there is probable cause to believe that the respondent has violated any provision of the student code of conduct; presents an immediate danger to the health, safety, or welfare of members of the college community; or poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.

(1) Notice. Any respondent who has been summarily suspended shall be served by the conduct review officer with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two business days of the oral notice. The written notification shall be entitled notice of summary suspension and shall include the reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student code

of conduct or the law allegedly violated; the date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and the conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included warning the respondent that their privilege to enter into or remain on college premises has been withdrawn, and that the respondent shall be considered trespassing and subject to arrest for criminal trespass if they enter the college campus other than to meet with the student conduct officer, conduct review officer, or to attend a disciplinary hearing.

(2) Hearing. The conduct review officer (CRO) shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension. During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope. The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope. If the respondent fails to appear at the designated hearing time, the CRO may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings. As soon as practicable following the hearing, the CRO shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal. To the extent permissible under applicable law, the CRO shall provide a copy of the decision to all persons or offices who may be bound or protected by it.

(3) Sexual misconduct. In cases involving allegations of sexual misconduct outside of the Title IX definition, the complainant shall be notified by the conduct review officer that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

NEW SECTION

WAC 132T-100-400 Records of disciplinary action. (1) Records of all disciplinary actions will become part of the student's disciplinary record and kept by the office of the SCO. Disciplinary records are education records as defined by the Family Educational Rights and Privacy Act (FERPA) and shall be maintained and disclosed consistent with federal, state, and local laws; chapter 132T-90 WAC; college administrative policies, and the college's educational records retention policies.

(a) All documentation of the student conduct proceedings will be preserved for at least seven years.

(b) In disciplinary actions where no violation(s) of the student code of conduct was found, only a record of the finding of no viola-

tion shall be maintained in the student's file or other college repository until:

(i) After the date of the student's graduation or award of a degree or certificate; or

(ii) For one calendar year, whichever is shorter.

(c) All records of expulsion will be kept for 25 years from the date of the decision.

(2) The office of the SCO will keep accurate records of all disciplinary actions taken by that office. Such records will be placed in the student's disciplinary records. A student has a disciplinary record only after notification of a decision is made, and the student is found responsible for a violation of the student code of conduct. A case that is currently under investigation or is classified as documentation only is not a disciplinary record.

(3) The Family Educational Rights and Privacy Act provides that an educational institution may notify a student's parent or legal guardian if the student is under the age of 21 and has violated a federal, state, or local law involving the use or possession of alcohol or a controlled substance.

**Chapter 132T-105 WAC
SUPPLEMENTAL TITLE IX STUDENT CONDUCT RULES**

NEW SECTION

WAC 132T-105-010 Order of precedence. This supplemental chapter applies to allegations of sexual harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. See 34 C.F.R. Part 106. To the extent these supplemental hearing procedures conflict with Walla Walla Community College District 20's standard disciplinary procedures, WAC 132T-100-200 through 132T-100-350, the supplemental procedures in this chapter shall take precedence. Walla Walla Community College District 20 may, at its discretion, contract with an administrative law judge or other person to act as presiding officer and assign such presiding officer to exercise any or all of the duties in lieu of the student conduct committee and committee chair.

NEW SECTION

WAC 132T-105-015 Student conduct committee. The student conduct committee is a three-member panel designated by the college to preside over cases involving Title IX allegations. The student conduct committee will serve as a standing committee until a final decision is made regarding the student conduct matter for which it was convened. Any student conduct committee member who has a personal relationship with either party or any personal or other interest which could prevent a fair and impartial review and decision, will be recused from the proceedings.

(1) One member, acting as the chair, will preside at the disciplinary hearing and will provide administrative oversight throughout the hearing process.

(2) Any three members constitute a quorum of the student conduct committee and may act accordingly. The college may retain an advisor to the student conduct committee, including an assistant attorney general.

(3) The student conduct officer will convene the members of the student conduct committee when necessary to adjudicate Title IX conduct decisions.

(4) All student conduct committee members will receive annual training in investigating and adjudicating student conduct matters in a manner that protects the safety and due process rights of the parties.

NEW SECTION

WAC 132T-105-020 Prohibited conduct under Title IX. Pursuant to RCW 28B.50.140(13) and Title IX of the Education Act Amendments of 1972, 20 U.S.C. Sec. 1681, the college may impose disciplinary sanctions against a student who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit an act(s) of sexual harassment.

For purposes of this supplemental chapter, sexual harassment encompasses the following conduct:

(1) Quid pro quo harassment. A college employee conditioning the provision of an aid, benefit, or service of Walla Walla Community College District 20 on an individual's participation in unwelcome sexual conduct.

(2) Hostile environment. Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's educational programs or activities, or employment.

(3) Sexual assault. Sexual assault includes the following conduct:

(a) Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(b) Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(c) Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of 18.

(d) Statutory rape. Consensual intercourse between a person who is 18 years of age or older and a person who is under the age of 16.

(4) Domestic violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington, RCW 26.50.010.

(5) Dating violence. Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship;

- (ii) The type of relationship; and
 - (iii) The frequency of interaction between the persons involved in the relationship.
- (6) Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

NEW SECTION

WAC 132T-105-030 Title IX jurisdiction. (1) This supplemental chapter applies only if the alleged misconduct:

- (a) Occurred in the United States;
- (b) Occurred during a college educational program or activity; and
- (c) Meets the definition of sexual harassment as that term is defined in this supplemental chapter.

(2) For purposes of this supplemental chapter, an educational program or activity is defined as locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the college.

(3) Proceedings under this supplemental chapter must be dismissed if the Title IX coordinator determines that one or all of the requirements under subsection (1) of this section have not been met. Dismissal under this supplemental chapter does not prohibit the college from pursuing other disciplinary action based on allegations that the respondent violated other provisions of the college's student code of conduct, chapter 132T-100 WAC.

(4) If the Title IX coordinator determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the student conduct officer will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

NEW SECTION

WAC 132T-105-040 Initiation of discipline. (1) Upon receiving the Title IX investigation report from a Title IX investigator, the Title IX coordinator will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the respondent for engaging in prohibited conduct under Title IX.

(2) If the Title IX coordinator determines that there are sufficient grounds to proceed under the supplemental procedures of this chapter, the student conduct officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the chair of the student conduct committee and serving the notice on the respondent and the complainant, and their respective advisors. The notice must:

- (a) Set forth the basis for the Title IX jurisdiction;
- (b) Identify the alleged Title IX violation(s);
- (c) Set forth the facts underlying the allegation(s);
- (d) Identify the range of possible sanctions that may be imposed if the respondent is found responsible for the alleged violation(s);
- (e) Explain that the parties are entitled to be accompanied by their chosen advisors during the hearing and that:
 - (i) The advisors will be responsible for questioning all witnesses on the party's behalf;
 - (ii) An advisor may be an attorney; and
 - (iii) The college will appoint the party an advisor of the college's choosing at no cost to the party if the party fails to do so.
- (3) Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in their absence.

NEW SECTION

WAC 132T-105-050 Prehearing procedure. (1) Upon receiving the disciplinary notice, the chair of the student conduct committee will send a hearing notice to all parties, in compliance with WAC 10-08-040. In no event will the hearing date be set less than 10 business days after the Title IX coordinator provided the final investigation report to the parties.

(2) A party may choose to have an attorney serve as their advisor at the party's own expense. This right will be waived unless, at least five business days before the hearing, the attorney files a notice of appearance with the student conduct committee chair with copies to all parties and the student conduct officer.

(3) In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether the college intends to offer the evidence at the hearing.

NEW SECTION

WAC 132T-105-060 Rights of parties. (1) The college's student code of conduct, chapter 132T-100 WAC, and this supplemental chapter shall apply equally to all parties.

(2) The college bears the burden of offering and presenting sufficient testimony and evidence to establish that the respondent is responsible for a Title IX violation by a preponderance of the evidence.

(3) The respondent will be presumed not responsible until such time as the disciplinary process has been finally resolved.

(4) During the hearing, each party shall be represented by an advisor. These parties are entitled to an advisor of their own choosing, and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX coordinator will appoint an advisor of the college's choosing on the party's behalf at no expense to the party.

NEW SECTION

WAC 132T-105-070 Evidence. The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

(1) Relevance. The student conduct committee chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.

(2) Relevance means that information elicited by the question makes facts in dispute more or less likely to be true.

(3) Questions or evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:

(a) Is asked or offered to prove someone other than the respondent committed the alleged misconduct; or

(b) Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.

(4) Cross-examination required. If a party or witness does not submit to cross-examination during the live hearing, the student conduct committee must not rely on any statement by that party or witness in reaching a determination of responsibility.

(5) No negative inference. The student conduct committee may not make an inference regarding responsibility solely on a witness' or party's absence from the hearing or refusal to answer questions.

(6) Privileged evidence. The student conduct committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:

(a) Spousal/domestic partner privilege;

(b) Attorney-client and attorney work product privileges;

(c) Privileges applicable to members of the clergy and priests;

(d) Privileges applicable to medical providers, mental health therapists, and counselors;

(e) Privileges applicable to sexual assault and domestic violence advocates; and

(f) Other legal privileges identified in RCW 5.60.060.

NEW SECTION

WAC 132T-105-080 Initial order. (1) In addition to complying with WAC 132T-100-070 and 132T-100-210, the student conduct committee will be responsible for conferring and drafting an initial order that:

(a) Identifies the allegations of sexual harassment;

(b) Describes the grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including notices to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;

(c) Makes findings of fact supporting the determination of responsibility;

(d) Reaches conclusions as to whether the facts establish whether the respondent is responsible for engaging in sexual harassment in violation of Title IX;

(e) Contains a statement of, and rationale for, the student conduct committee's determination of responsibility for each allegation;

(f) Describes any disciplinary sanction(s) or condition(s) imposed against the respondent, if any;

(g) Describes to what extent, if any, complainant is entitled to remedies designed to restore or preserve complainant's equal access to the college's education programs or activities; and

(h) Describes the process for appealing the initial order to the college president.

(2) The student conduct committee chair will serve the initial order on the parties simultaneously.

NEW SECTION

WAC 132T-105-090 Appeals. (1) The parties shall have the right to appeal from the initial order's determination of responsibility and/or dismissal of an allegation(s) of sexual harassment in a formal complaint. The right to appeal will be subject to the same procedures and time frames set forth in WAC 132T-100-070 and 132T-100-220.

(2) The president or designee will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether the disciplinary sanction(s) and condition(s) imposed in the initial order are affirmed, vacated, or amended, and if amended, set forth any new disciplinary sanction(s) and/or condition(s).

(3) The president's decision is final. The office of the president shall serve the final decision on the parties simultaneously.

WALLA WALLA COMMUNITY COLLEGE MEMORANDUM

DATE: September 22, 2022

TO: Board of Trustees

FROM: Brooke Marshall, Vice President of Human Resources

SUBJECT: Personnel Update

Below is an update reflecting changes to college personnel in August 2022.

New Hires

Nelson, Alexandra (Lexi) – Administrative Assistant to the VP of Instruction
Tate, Jessica – Program Coordinator, Clarkston
Schultze, Benjamin – Dean of Nursing and Allied Health, Nursing
Hernandez-Williams, Tyler – Arts & Sciences Navigator/Advisor, Student Services
Mallen, Janet – Arts & Sciences Navigator/Advisor, Student Services
Marshall, Brooke – Vice President of Human Resources

Separations:

Powell, John – Instruction & Classroom Support Tech 1, WSP
Rodriguez, Rigoberto – Retail Clerk 2, Student Services
Stecklein, Nadine – Arts & Sciences Navigator/Advisor, Student Services
Coffeen, Philip – Instruction & Classroom Support Tech 1, WSP
Hartford, Sherry – Vice President of Human Resources
Flores, Trista – Program Specialist 2, Student Services
Lugo, Cristina – Career Navigator, WSP

Changes:

Kroum, Rick – Custodian 2, Facilities (temporary to permanent)

Full-Time Positions Currently Posted

Administrative Assistant 3
Adult Basic Education Instructor, CRCC
Agriculture & Natural Resource Center of Excellence Program Manager
Carpentry Instructor, CRCC
CNC Machining Technology Instructor, WSP
Construction Trades Apprenticeship Preparation (CTAP) Instructor, WSP
Financial Aid Specialist
Fiscal Analyst 1 (Accounts Payable)
Fiscal Analyst 1 (Accounts Receivable)
Nursing Instructor, WW and Clarkston
Office Manager
Student Recreation & Wellness Coordinator
Student Success Center Navigator, Clarkston



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
(509) 522-2500
FAX (509) 527-4800

DATE: September 21, 2022
TO: Board of Trustees
FROM: Dr. Nick Velluzzi
RE: 2021-2022 Annual Enrollment

This memo contains WWCC's annualized enrollment for the 2021-2022 academic year.

- Annualized state supported enrollment for the 2021-2022 academic year reported 1,699 AAFTE, up three AAFTE from the prior year. The unduplicated headcount reported 3,091, which is up 215 from the prior year (2,876).
- Compared to the onset of the pandemic in 2019-2020, state-supported enrollment is down 25%.
- Annualized contract enrollment reported 1,413 AAFTE, and increase of 90 AAFTE (7%) from the prior year. Compared to 2019-2020, contract enrollment is down 13%.
- Annualized self-support enrollment reported 54 AAFTE, which up 17 AAFTE from the prior year. Compared to 2019-2020, self-support is up 3%.
- Total annualized enrollment for 2021-2022 reported 3,166 AAFTE, up 110 AAFTE or 4% from the prior year.



Walla Walla Community College

500 Tausick Way
Walla Walla, WA 99362-9267
(509) 522-2500
FAX (509) 527-4800

DATE: September 21, 2022

TO: Board of Trustees

FROM: Dr. Nick Velluzzi

RE: 2022 Summer Quarter Enrollment and Interim Fall Quarter Enrollment

This memo contains enrollment reports for summer and fall quarters, 2022.

- Total enrollment for summer quarter 2022 closed at 1,082 FTE, down 12.5% from 1,236 FTE last summer.
 - Of those FTE, 366 FTE are state supported, which was down by 2.4% from summer 2021.
 - Contract enrollment reported 694 FTE, down from 845 FTE or 18% from summer 2021.
 - Self-support reported 22 FTE, up 16 FTE from last summer.
- State supported enrollment for fall Quarter is currently reporting 1,623 FTE, which is currently down 55 FTE (3.2%) from the **close** of fall 2021.
- Fall quarter contract enrollment is reporting 348 FTE, down 929 FTE (73%) from the **close** of fall quarter 2021. Note: The differential is largely due to the timing of corrections education enrollment.
- Fall quarter self-support enrollment is reporting 44 FTE, down 15 FTE from the **close** of fall 2021.
- Enrollment for combined fund sources amounts to 2,015 FTE, down 999 FTE or 33% from the close of fall quarter 2021. As stated above, the reported decline is largely due to the timing of enrollment in corrections education programs.

**WALLA WALLA COMMUNITY COLLEGE
PARTICIPATORY GOVERNANCE
BOARD POLICY 1340**

The State of Washington grants authority to govern Walla Walla Community College (WWCC) to the WWCC Board of Trustees. The WWCC Board of Trustees in turn delegates to the college President the authority to conduct college operations in fulfillment of the College's mission. While final operations decision authority resides with the President, the Board of Trustees hereby directs the President to establish and maintain a participatory governance system through which college administrators will collaborate with a diverse set of stakeholders in conducting the business of WWCC. The President is authorized and directed by the Board to develop college administrative policies and procedures and to take action necessary to implement and operationalize this participatory governance board policy.

The WWCC participatory governance system is required to conform to Standard 2.A.1 of the Northwest Commission on Colleges and Universities (NWCCU), which requires:

- 1) a broad understanding of the governance system by the college community;
- 2) clearly defined authority, roles, and responsibility; and,
- 3) consideration of the views of faculty, staff, administrators, and students in decision-making processes on matters in which they have a direct and reasonable interest.

The WWCC participatory governance system will comprise a cohesive set of councils, committees, and task-forces with identified purposes/work-products, levels of authority, clear lines of communication, reporting relationships to other groups or administrators, and workflow guidelines. Collectively, this network is responsible for identifying, analyzing, developing, communicating, recommending action, referring issues to others, and otherwise addressing opportunities and challenges associated with WWCC mission fulfillment.

The governance structure at WWCC shall be guided by the following general principles:

- The ultimate measure of effective governance is student success.
- All decision-making at WWCC is based on a shared understanding of the mission, vision, and values of the college, and ties as directly as possible to the WWCC Strategic Plan.
- Recommendations and/or decisions are made at the appropriate level of the organization, by the appropriate individual(s) or group(s), with the requisite expertise.
- Councils, committees, task-forces, etc. will exercise authority appropriate for the role of the group—recommendation (most common); decision (in particular circumstances); or advise-and-consent.
- Whenever practicable, employees and students should select their representatives.
- Representatives of constituent groups involved in the participatory governance process are responsible for keeping their respective constituencies informed of the proceedings and recommendations of the various governance groups, as well as for the general dissemination of information, as appropriate.

- Members of the college community who are not part of the participatory governance system have the opportunity to provide feedback to their designated representatives and to seek insight from other decision-makers or authorities.

The WWCC participatory governance system is predicated upon the recognition of the role and authority of the President as being directly accountable and responsible to the Board of Trustees for the educational leadership and effective management of the college's employees, facilities, land, and fiscal resources. As such, robust engagement in the participatory governance system is actively encouraged so that final decisions made by the President, or the President's designee, will be informed by the diverse input and multiple perspectives that constitute one of WWCC's greatest strengths.

<p>Policy Contact: <u>President</u></p> <p>Approved by (Department/Body): <u>WWCC Board of Trustees</u></p> <p>Date Originally Approved: _____</p> <p>Last Reviewed/Revised on: _____</p>



Office of the President
Walla Walla Community College
 500 Tausick Way
 Walla Walla, WA 99362
 Phone: 509/527.4274
 Fax: 509/527-4249

TO: Bill Warren, Chair
 Michelle Liberty, Vice Chair
 Sergio Hernandez, Trustee
 Tim Burt, Trustee
 Tara Leer, Trustee

FROM: Chad Hickox, President *Chad L*

DATE: September 13, 2022

SUBJECT: Emeritus Status for Eric Schulz

On June 27, 2022, the Vice President of Instruction received a request to consider Mr. Eric Schulz for Emeritus status. In accordance with Article 11 of the 2022-2025 CBA, any faculty who has taught for the college for 15 or more years and has voluntarily retired or separated, may self-request or be nominated for consideration of emeritus status. Furthermore, WWCC Administrative Policy 5450 articulates the benefits and conditions of emeritus status, described below.

Mr. Schulz had been employed by WWCC for 33 years at the time of his retirement in June, 2022. During that time he had filled a great many roles and has left an indelible legacy at the College, perhaps most notably through educating, inspiring, and mentoring thousands of mathematics students. In addition, he was an early architect of the College's Information Technology systems and processes; he has served on a number of hiring screening committees, ensuring that faculty and other WWCC employees exhibit the professional qualifications and values to uphold the legacy of WWCC; actively led a number of math curriculum redesign projects; has consulted on website redesign efforts; and took an active role in labor/management relations as a member of the bargaining team for the faculty union. He has been a staunch supporter of WWCC athletics and student-athletes. Also notable is that Eric delayed his retirement by one year to ensure continuity of the math department, even while continuing his authorship of an internationally recognized and highly regarded/adopted set of math textbooks.

Any list of Eric's accomplishments will necessarily be incomplete and will not do justice to the deep and abiding effects his work and presence has left on the College, its students, and the community.

Should the Board of Trustees choose to convey this honor, Mr. Schulz would be entitled to the following benefits:

1. Use of the title Faculty Emeritus.
2. Listing on a Faculty Emeritus section of the WWCC Website that includes professional biographies and photos.
3. WWCC business cards that include Emeritus title.

4. Participation in graduation and recognition as Emeriti along with retirement recognition.
5. Participation in volunteer opportunities as recruiters or outreach ambassadors at mutually agreed upon events within the community.
6. Participation in volunteer opportunities in student support services.
7. Use of college facilities the same as current faculty.
8. Use of a unique WWCC email account, configured similarly to a student email account.
9. Receipt of College Cellars discount the same as current faculty.
10. Ability to attend all campus activities the same as current faculty.
11. Catalog listing: Faculty Emeritus, by their consent, will be listed in the college catalog until such time as they request not to be listed or until deceased.
12. Attendance at any function for faculty emeriti.

It is my honor and privilege to request that the Board of Trustees consider bestowing the title of Faculty Emeritus upon Mr. Eric Schulz. Thank you for your consideration.

cc: Eric Schulz
Dr. Jess Clark, VP of Instruction
Brooke Marshall, JD, VP of Human Resources



Walla Walla Community College

To: Chad Hickox, President

From: Jessica Clark, PhD, Vice President of Instruction

Date: August 29, 2022

Subject: Emeritus Status

On June 27, 2022, I received a request to consider Mr. Eric Schulz for Emeritus status pending Board approval of the Collective Bargaining Agreement (CBA) between the institution and the faculty union. Per Article 11 of the 2022-2025 CBA, any faculty who has taught for the college for 15 or more years and has voluntarily retired or separated, may self-request or be nominated for consideration of emeritus status.

I am both excited and honored to forward this nomination to you, President Hickox, for consideration and Board approval. During my tenure with WWCC, I feel very fortunate to have had the opportunity to work with Mr. Schulz and truly believe he is one of the most deserving individuals of this honor. Mr. Schulz has served the college for 33 years and has always put students first. He embodies institutional values and has always done whatever was necessary to ensure students had access to education (including taking a reduced and/or additional instructional load as needed, delaying retirement, and much more). During his tenure with WWCC, Mr. Schulz has served in a variety of capacities – including but not limited to – union negotiation leadership, screening committees, math curricula redesign, classroom technology redesign/implementation, fall conference sessions, tutoring, and so much more. Furthermore, his service to the College has not ended with his retirement, as Mr. Schulz has already agreed to participate in a Fall Conference workshop through the Center for Integrated Learning and has signed up for a couple of hours at our Fair booth. It is no wonder the students on the Walla Walla campus invited Mr. Schulz to be the keynote speaker at the 2022 Commencement Ceremony.

For the reasons referenced above, and many more, I would highly recommend we bring Mr. Schulz's nomination before the Board at the September 28, 2022 meeting for consideration. Should the Board approve this request, Mr. Schulz would receive the status – Faculty Emeritus, and the following benefits:

1. Use of the title Faculty Emeritus.
2. Listing on a Faculty Emeritus section of the WWCC Website that includes professional biographies and photos.
3. WWCC business cards that include Emeritus title.
4. Participation in graduation and recognition as Emeriti along with retirement recognition.
5. Participation in volunteer opportunities as recruiters or outreach ambassadors at mutually agreed upon events within the community.
6. Participation in volunteer opportunities in student support services.

7. Use of college facilities the same as current faculty.
8. Use of a unique WWCC email account, configured similarly to a student email account.
9. Receipt of College Cellars discount the same as current faculty.
10. Ability to attend all campus activities the same as current faculty.
11. Catalog listing: Faculty Emeritus, by their consent, will be listed in the college catalog until such time as they request not to be listed or until deceased.
12. Attendance at any function for faculty emeriti.

Thank you for considering this request, and for presenting it to the Board of Trustees. It is my hope that we can celebrate and recognize Eric Schulz as our first Faculty Emeritus.

cc: Eric Schulz
Brooke Marshall, VP of Human Resources

**WALLA WALLA COMMUNITY COLLEGE
FACULTY EMERITUS
ADMINISTRATIVE POLICY 5450**

I. POLICY BACKGROUND/PURPOSE

In recognition of their service to the college, Emeritus is a designated honorary status in the faculty that may be conferred upon a retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement.

II. AUTHORITY

Walla Walla Community College (WWCC) Association for Higher Education (AHE) negotiated agreement.

III. SCOPE OF POLICY

This policy applies to faculty who have been at the college for fifteen (15) years or more, and who have voluntarily retired or separated. Faculty who voluntarily retired or separated prior to the approval of this policy are eligible for consideration.

IV. POLICY

- A. Conferring of emeritus title is not automatic upon retirement. This title shall be conferred based upon individual distinction and quality of contribution and service to the college.
- B. Emeriti will remain in force until death or as otherwise determined by the Board of Trustees.
- C. The emeritus appointment carries no formal associated responsibilities or compensation.
- D. Privileges awarded to faculty emeriti include:
 - 1. Use of the title Faculty Emeritus.
 - 2. Listing on a Faculty Emeritus section of the WWCC Website that includes professional biographies and photos.
 - 3. WWCC business cards that include Emeritus title.
 - 4. Participation in graduation and recognition as Emeriti along with retirement recognition.
 - 5. Participation in volunteer opportunities as recruiters or outreach ambassadors at mutually agreed upon events within the community. (Example: visit service clubs.)
 - 6. Participation in volunteer opportunities in student support services.
 - 7. Use of College facilities the same as current faculty.
 - 8. Use of a unique WWCC email account, configured similarly to a student email account.
 - 9. Receipt of College Cellars discount the same as current faculty.
 - 10. Ability to attend all campus activities the same as current faculty.
 - 11. Catalog listing: Faculty Emeritus, by their consent, will be listed in the college catalog until such time as they request not to be listed or until deceased.
 - 12. Attendance at any function for faculty emeriti.
- E. Responsibilities of faculty emeriti include:
 - a. Comply with all college policies, including those regarding the use of facilities, use of email, and the Ethics policy.

Policy Contact: Vice President of Instruction _____

Approved by (Department/Body): Chad E. Hickox, President _____

Date Originally Approved: July 18, 2022 _____

Last Reviewed/Revised on: _____