



# COOPERATING EDUCATIONAL AND GOVERNMENTAL ORGANIZATIONS

## Washington Student Achievement Council

The [Washington Student Achievement Council](#) established as a new cabinet-level state agency on July 1, 2012, Student Achievement Council provides strategic planning, oversight, and advocacy to support increased student success and higher levels of educational attainment in Washington.

The [nine-member Council](#) consists of five citizens (including a current student) and one representative from each of the state's four major educational sectors.

## Workforce Training and Education Coordinating Board

The [Workforce Training and Education Coordinating Board \(WTECB\)](#) works in partnership with business, labor, local workforce development councils, and other state agencies to address the workforce development challenges facing the state's employers and workers (see [RCW 28C.18](#); [WAC 490](#)).

## The State Board of Education

The [State Board of Education](#) is comprised of 16 members, five are elected, seven are appointed by the Governor, two serve as student representatives, and one serves as a private school representative. The Superintendent of Public Instruction is also a member.

The mission of the State Board of Education is to lead the development of state policy, provide system oversight, and advocate for student success.

The State Board of Education envisions a learner-focused state education system that is accountable for the individual growth of each student, so that students can thrive in a competitive global economy and in life.

## Strategic Plan

- Effective and accountable P-13 governance.
- Comprehensive statewide accountability.
- Closing opportunity gap.
- Strategic oversight of the K-12 system.
- Career and college readiness for all students.

[WAC 180](#)

## Office of the Superintendent of Public Instruction

The [Superintendent of Public Instruction](#) is a statewide, elected office and serves for a four-year term. The Superintendent is responsible for the supervision over all matters pertaining to the public (K-12) schools in the state; reports to the Governor and the Legislature information required for the management and improvement of the schools; serves as an ex officio member and chief executive officer of the State Board of Education; issues and records certificates for all teachers receiving certificates; and develops rules and regulations related to the public schools (see [RCW 28A.300](#); [WAC 392](#)).

## Higher Education Classified Personnel System

In 1969, the legislature created a system of civil service personnel administration for higher education institutions and established the three-member Higher Education Personnel Board with rule-making and salary-setting authority for classified employment. In 1993, the powers of the Higher Education Personnel Board were transferred to a new [Washington Personnel Resources Board](#) with jurisdiction over classified employment in state agencies and higher education institutions (see [RCW 41.06](#)). The statutory provisions related specifically to higher education were retained in the 1993 legislation, including those related to local administration of appointments, promotions, transfers, layoffs, recruitment, classification and pay, discipline, and leave for employees covered under the act (see [WAC 357](#); [SBCTC Policy Manual, Chapter 2: Faculty and Staff Personnel](#)).

Classified employees of the State Board are covered under the rules applicable to higher education institutions.

## Archives and Record Management

The Office of the Secretary of State oversees the Division of [Archives and Records Management](#). They are responsible for documenting the history of government in Washington state and for promoting the efficient management of all records created by Washington's state and local government offices.

The Records Management Section develops and updates policies, standards, and guidelines supporting the legal retention and disposition of public records. Community and technical college records may only be destroyed according to schedules developed by the SBCTC in conjunction with the Division of Archives and Records Management and approved by the State Records Committee (see [Community and Technical Colleges Records Retention Schedule Version 2.0, revised February 2020](#) for records specific to community and technical colleges; [State Government General Records Retention Schedule Version 6.0](#), revised June 2016 for all other records; [RCW 40.14](#); [WAC 434-600 through WAC 434-690](#); [SBCTC Policy Manual, Chapter 7: Public Records and Publications](#)).

The State Archivist has been authorized to carry out the provisions of [RCW 40.10](#) as it relates to the preservation of essential records, records that must be protected based on each agency's unique mission. Essential records play an important role as part of the Continuity of Government sections of the Washington State Disaster Preparedness Plan, pursuant to [RCW 38.52](#) and contain information needed during an emergency and for the reestablishment of normal operations after the emergency. Such records contain information necessary to recreate an organization's legal and financial position and to preserve its rights and those of its employees and customers. State agencies are required to

participate in the state's disaster plan and to develop a list of essential records that must be filed with State Archivist. Imaging and Preservation services are provided to assist agencies in documenting and storing essential and permanent records.

## Employment Security Department

The [Employment Security Department](#) has several divisions that perform functions related to community and technical college education. Its website provides current information on the agency, employment services, employers, the labor market, unemployment insurance, and includes links to news and publications (see WAC 192).

## Department of Enterprise Services

The [Department of Enterprise Services \(DES\)](#) is the primary business agent for state government. They are the main buyer of supplies, equipment, and services. They also manage the surplus property and donated foods programs. DES acts as agent in leasing office and warehouse space for state agencies, planning, constructing, and remodeling state buildings on the Capitol Campus, college campuses, prison grounds, and in communities throughout the state. They also provide state agencies with cars, parking and internal mail (see [RCW 43.19](#); [WAC 236](#)). Several divisions of the agency perform services particularly concerned with community and technical college operations. They are:

- A. [Engineering and Architectural Services \(EAS\)](#) – The Division of EAS administers public works project contracts for community and technical colleges and other state agencies. The division provides services related to the establishment of systematic building programs for any state agency requiring assistance; the preparation of preliminary layouts, site studies, programs and topographical plans that accompany estimates for biennial budgets; contracts for professional architecture, engineering and related services for the design of buildings and major alterations to existing buildings; plans and specifications for maintenance, repair and minor alterations to such buildings, supervision of the erection, repairing and betterment of all buildings; and the negotiation or calling for bids to execute all building and associated contracts on behalf of the state (see [SBCTC Policy Manual, Chapter 6, Capital Expenditures and Real Property Transactions](#)).
- B. [Procurement](#) – The Office of State Procurement buys material, supplies and equipment needed for the support, maintenance and use of all state institutions, colleges and universities, offices of elective state officials, the Supreme Court, and other departments of state government. Exceptions from this authority are the colleges and universities, which have primary authority for the purchase of specialized equipment, and instructional and research material for their own use. Purchases for resale to other than state agencies rest with the agency concerned.

The purchasing statute requires that, as far as practicable, all purchases shall be made by competitive, sealed bid. Through the Central Stores Revolving Fund, the division operates a warehouse to supply items in common use, effecting savings through large volume merchandise.

The Washington Surplus Property Organization and the donated foods section are set up

within the division of purchasing to handle the acquisition and distribution of Federal surpluses, and the warehousing and distribution of welfare and institutional food commodities.

- C. [Property Acquisition](#)— The division of real estate services has sole authority to acquire real property for community and technical colleges, by lease or purchase. The division also reviews/approves design of any required improvements to leased facilities. The division delegates a portion of its rent/lease authority to each college. The division will assist in disposal of real property for a community or technical college upon request (see [SBCTC Policy Manual, Chapter 6: Capital Expenditures and Real Property Transactions](#)).

## Office of the Attorney General

The [Office of the Attorney General](#) has a wide range of responsibilities, which are unique to state government (see [WAC 44](#)). The office:

- A. Serves as legal counsel to more than 200 state agencies, boards and commissions colleges and universities, as well as to the Legislature and the Governor.
- B. Issues legal opinions upon the request only of legislators, the heads of agencies and county prosecuting attorneys.
- C. Approves, as to legal form only, all contracts to which the state is a party.
- D. Approves statutory bonds.
- E. Reviews reports of the State Auditor, takes legal steps to collect public monies not disbursed according to law and brings actions to collect money owed to the state.

Fees for services rendered by Assistants Attorney General who advise community and technical colleges are charged to each district.

## State Library

The [State Library](#) in Olympia is designated by statute as the State Publications Distribution Center and is responsible for distribution of publications of all state agencies to Depository Libraries throughout the state. This requires that a minimum of 50 copies of college publications, including catalogs, be provided the State Library.

In addition, the State Library is authorized to receive three copies of any published item. Generally, colleges are requested to provide the library with sufficient copies of any major publication, research report, or annual report. Other services of the State Library include the inter-library loan function and the Washington Library Network Computer system for cataloging, acquisitions, and circulation.

## Office of Financial Management

The [Office of Financial Management \(OFM\)](#) provides vital information, fiscal services and policy support that the Governor, Legislature and state agencies need to serve the people of Washington state. They:

- A. Play a central role in budget planning, policy development, and fiscal administration for the executive branch.
- B. Prepare the executive budget proposal and monitor budget implementation.
- C. Create statewide technology policy and standards and provides strategic direction and enterprise architecture for state government.
- D. Develop and maintain state administrative and accounting policies and prepare statewide financial reports.
- E. Conduct executive policy research and develop legislation to support the Governor's policy goals.
- F. Provide estimates of state and local population, monitor changes in the state economy and labor force, and conduct research on a variety of issues affecting the state budget and public policy.
- G. Manage statewide human resource policy functions including classification, compensation, workforce data, recruitment and other policy functions.

## Public Employment Relations Commission

The [Public Employment Relations Commission \(PERC\)](#) resolves disputes involving most public employers and employees, and the unions that represent those employees.

The Commission is composed of three citizen members who are appointed by the governor to serve on a part-time basis. They adopt agency policies and rules.

PERC staff oversee employee representation elections, provide mediation and fact-finding services and make arbitration decisions. Arbitration decisions may be appealed to the Commission. The executive director is appointed by the Commission and has been delegated authority to make substantive decisions.

For the community and technical colleges, PERC oversees labor relations between represented faculty, classified staff and exempt staff and their college district employers.

## State Treasurer

The [Office of the State Treasurer](#) (Public Deposit Protection Commission) maintains the accounts into which state capital and operating funds are appropriated by the Legislature. The treasurer releases those funds as the colleges and other agencies make expenditures. The State Treasurer also operates a Certificate of Participation program, that consolidates state agency borrowing for personal property and real property, issues Certificates of Participation to be sold on the open market, and facilitates the collection of debt services payments (from state agency borrowers) to be remitted to the Certificate of Participation holders.