

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

1090P ACCESSING PUBLIC INFORMATION PROCEDURE

This document is designed to assist you in obtaining public information from Northland Community and Technical College. It answers such questions as who to contact for access to different kinds of public information, and how to make a request. Our goal is to respond to requests for public information in a timely and efficient manner.

PUBLIC INFORMATION ONLINE

Much public information about the Minnesota State Colleges and Universities system is available on the Internet. The following system wide sites are accessible to the public and may contain the information you need.

Minnesota State Colleges and Universities Web Sites

www.mnscu.edu/ – This is Minnesota State Colleges and Universities' main internet web site (Go Places). Links to all system college and university Web sites are accessible through this site.

[www.mnscu.edu/Board of Trustees](http://www.mnscu.edu/Board_of_Trustees) - Site includes roster of board members, committees, calendar of upcoming meetings, Board Policies and more.

Academic and Student Affairs	
Main Site	www.academicaffairs.mnscu.edu
Center for Teaching and Learning	www.ctl.mnscu.edu
Office of Instructional Technology	http://clearinghouse.mnscu.edu
Fire/EMS Safety Center	www.firecenter.mnscu.edu
Educational Grant Unit	www.grantsplus.mnscu.edu
Equal Opportunity and Diversity	www.eod.mnscu.edu
Faculty Licensure	www.licensure.mnscu.edu
International Education	www.internatinaleduc.mnscu.edu

ISEEK	www.iseek.org
Minnesota Virtual University	www.mnvu.org
MnSAT	http://MnSAT.mnscu.edu
Mn Transfer	www.MnTransfer.org
Targeted Industry Partnership	www.tip.mnscu.edu
Distance Learning	http://um.mnscu.edu
eLearning Initiative	http://clearinghouse.mnscu.edu/RFI.html
K-12 Partnership [teacher ed]	www.teachered.mnscu.edu/index.html
Minnesota Colleagues in Caring Collaborative	www.mnnursing.org
FINANCE	
Main Site	www.finance.mnscu.edu
Budget Unit	www.Budget.mnscu.edu
Facilities	www.facilities.mnscu.edu
Student Loan Service Center	www.slsc.mnscu.edu
Government Relations	
Legislative Updates	www.mnscu.edu/legislative/legindes.html
Human Resources	
MnSCU Human Resources Department	www.hr.mnscu.edu
INFORMATION TECHNOLOGY SERVICES	
Office of Instructional Technology	http://clearinghouse.mnscu.edu
OFFICE OF THE CHANCELLOR	
Office of the Chancellor Personnel	www.hr.mnscu.edu/so

Requesting and Accessing Public Information at Northland Community and Technical College

General Guidelines for Requesting and Accessing:

- Any member of the public is allowed to view public information without charge.
- Viewing of public information will be at reasonable times and places.
- Viewing does not include receiving copies of information unless providing a copy is the only way for us to provide viewing.
- Viewing includes remote access and the ability of the public to download the data on the public's own computer, but in some cases, we may charge for such access.
- We will provide access to public data as soon as possible, depending on the time required to locate or copy the data requested.
- We do not have to provide data that we do not keep.
- Upon request, we will provide copies of public data. We may charge for those copies.
- You are not required to identify yourself unless we need the information for some purpose such as sending the data, or clarifying your request; you don't have to tell us why you want the information.
- Upon request, we will explain the content and meaning of the data.
- If we store the public data you want on a computer, you may ask that we provide a copy to you in electronic form, and we will do so if possible. We do not have to provide the data in a format or program that is different from how we store it, but if we agree to do so, we will charge you for the cost of providing the copy.
- If we decide that the data you request is not public, we will notify you verbally or in writing, and tell you which law applies. If requested, we will provide our decision in writing.

HOW TO MAKE ROUTINE REQUESTS FOR PUBLIC INFORMATION AT NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

A. TELL US WHAT YOU WANT

Northland Community and Technical College requires that requests for public information be in writing.

Please state that you are making a request under the Minnesota Government Data Practices Act. Make your request as specific as possible; describing the information you want as clearly as you can. We may need some time to locate the information you are requesting; clearly stating your request will help us to respond more efficiently.

B. SEND YOUR REQUEST TO THE APPROPRIATE PERSON

For STUDENT AFFAIRS [ACADEMIC] RECORDS contact:

Rocky Ammerman, Registrar, located at 1101 Highway One East, Thief River Falls, phone number (218) 683-8540.

For PERSONNEL RECORDS contact:

Becky Lindseth, Executive Director of Administrative Services, located at 2202 Central Ave. N.E., East Grand Forks, MN 56721; phone number (218) 793-2476

For FINANCIAL RECORDS contact:

Shannon Jesme, Chief Finance Officer, located at 1101 Highway One East, Thief River Falls; phone number (218) 683-8577.

For ADMINISTRATIVE RECORDS contact:

Becky Lindseth, Executive Director of Administrative Services, located at 2202 Central Ave. N.E., East Grand Forks, MN 56721; phone number (218) 793-2476

For SECURITY RECORDS contact:

Becky Lindseth, Executive Director of Administrative Services, located at 2202 Central Ave. N.E., East Grand Forks, MN 56721; phone number (218) 793-2476

Date of Adoption: SGC 11/9/06
Date of Implementation: 11/9/06
Date & Subject of Revisions: 1/24/08 – Updated names, titles & contact info
7/12/10 – Updated names, titles & contact info