

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

5110P INFORMATION SYSTEM RIGHTS PROCEDURE

A report of employee rights to data modules on the Integrated Statewide Record System (ISRS) will be printed at the end of each calendar quarter for the purpose of reviewing individual employees' rights for incompatible module rights and provided to the Executive Director of Administrative Services.

A review group will be established and shall include the Registrar, Director of Enrollment Management, Director of Financial Aid, Director of Finance, and other departments as deemed necessary.

The current supervisor will initiate the removal of all rights when an employee separates from NCTC employment or changes positions within the college. The supervisor of a new employee or an employee changing positions within the college will request all of the rights for the employee.

MnSCU guidelines will be used to determine whether or not any incompatible rights exist. In the event incompatible rights are found, the group must determine if there are offsetting controls in place that mitigate any risks. If there are no offsetting controls in place, the group will recommend corrective action to the respective supervisor. The respective supervisor is responsible to either eliminate incompatible rights or initiate mitigating controls. The respective supervisor will report to the Executive Director of Administrative Services when the matter has been resolved.

Reports will be maintained by the Executive Director of Administrative Services until the completion of the next audit by the Office of the Legislative Auditor.

Date of Implementation: 5-10-07

Date of Adoption: 5-10-07

Date & Subject of Revisions: 10-29-09; condensed and clarified, title changed

4/13/10 – clarified, make-up of review group specified