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 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 Web Sites

www.minnstate.edu/ – This is Minnesota State main internet web site (Go Places). Links to all system college and university websites are accessible through this site.

www.minnstate.edu/board/index - Site includes roster of board members, committees, calendar of upcoming meetings, Board Policies and more.

Academic and Student Affairs	
Main Site	www.minnstate.edu/system/asa
Training and Development	http://www.minnstate.edu/system/hr/training_and_development/index.html
Office of Instructional Technology	http://www.minnstate.edu/system/asa/innovations/index.html
Multi-Regional Training Center	http://minnstate.edu/system/asa/workforce/mrtc/ems/index.html
Educational Innovations	http://www.minnstate.edu/system/asa/innovations/index.html
Equity and Inclusion	http://www.minnstate.edu/system/equity/index.html
College Faculty Credentialing	http://minnstate.edu/system/asa/academicaffairs/cfc/index.html

International Education	http://www.minnstate.edu/admissions/international.html http://www.minnstate.edu/system/ogc/international.html
Careerwise	http://careerwise.minnstate.edu
Mn Transfer	MnTransfer.org
Distance Learning	http://www.minnstate.edu/online/index.html
eLearning Initiative	http://www.minnstate.edu/system/asa/innovations/index.html
Minnesota Colleagues in Caring Collaborative	www.healthforceminnesota.org
FINANCE	
Main Site	http://www.minnstate.edu/system/finance/index.html
Finance	http://www.minnstate.edu/system/finance/budget/index.html
Facilities	http://www.minnstate.edu/system/finance/facilities/index.html
Student Loan Service Center	http://www.minnstate.edu/system/slsc/
Government Relations	
Legislative Updates	http://www.minnstate.edu/system/govrel/index.html
Human Resources	
Minnesota State Human Resources Department	http://www.minnstate.edu/system/hr/index.html
INFORMATION TECHNOLOGY SERVICES	

Office of Instructional Technology	http://www.minnstate.edu/system/its/index.html
OFFICE OF THE CHANCELLOR	
Office of the Chancellor Personnel	http://www.minnstate.edu/system/chancellor/index.html

**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 orally 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:
Ben Hoffman, Registrar, located at 2022 Central Ave NE, East Grand Forks, MN 56721 phone number (218) 793-2400

For PERSONNEL RECORDS contact:
Mike Curfman, Senior Human Resource Officer, located at 1101 Highway One East, Thief River Falls, MN 56701, phone number (218) 683-8631

For FINANCIAL RECORDS contact:
Shannon Jesme, Vice President of Administrative Services and Senior Finance Officer, located at 1101 Highway One East, Thief River Falls MN 56701; phone number (218) 683-8577.

For ADMINISTRATIVE RECORDS contact:
Shannon Jesme, Vice President of Administrative Services and Senior Finance Officer, located at 1101 Highway One East, Thief River Falls MN 56701; phone number (218) 683-8577.

For SECURITY RECORDS contact:
Shannon Jesme, Vice President of Administrative Services and Senior Finance Officer, located at 1101 Highway One East, Thief River Falls MN 56701; phone number (218) 683-8577.

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Date & Subject of Revisions:	1/24/08 – Updated names, titles & contact info
	7/12/10 – Updated names, titles & contact info
	9/29/15 & 10/1/15 – Updated names, titles, contact info and removed 'www. & http:' from website addresses
Reviewed:	7/1/16
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Reviewed:	7/12/18 – Updated contact information and website addresses to Minnesota State
Reviewed:	7/1/19
Date and Subject of Revisions:	7/29/20 – Updated names and titles