

**PROCEDURE FOR ACCESSING PUBLIC DATA
NORMANDEALE COMMUNITY COLLEGE
9700 France Avenue South, Bloomington, MN 55431
Phone 952-487-8200 Fax 952-487-8263 TTY 952-487-7032
An Equal Opportunity Employer and Educator**

This is to assist you in obtaining public information from Normandale Community College. It provides information regarding 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 as timely and efficiently as possible.

PUBLIC INFORMATION ONLINE

Much public information about the MnSCU System and its colleges and universities is available on the Internet. The following sites may provide you with the information you need.

MnSCU Web Sites

Internet Sites can be accessed by MnSCU staff, faculty, students, and the public.

- www.mnscu.edu – **MnSCU's** main Internet web site (Go Places).
- www.Budget.mnscu.edu - **Budget & Negotiations**. The MnSCU Budget Unit provides financial leadership and information to improve the decision-making of institutions, the Governor, the Legislature, and the Board of Trustees.
- <http://clearinghouse.mnscu.edu> - **Clearinghouse.mnscu.edu - Clearinghouse for Teaching and Learning** Internet web site. This site contains information on Projects, Resources and Instructional Updates.
- www.ctl.mnscu.edu – **Center for Teaching and Learning** Internet web site. This site contains information on Campus Leaders, Events, Resources, and Discussions.
- www.facilities.mnscu.edu – **Facilities Internet** web site. This site includes information about planning, programming, design and construction, design standards, and activities.
- www.firecenter.mnscu.edu – **Minnesota Fire/EMS/Safety Center** Internet Site. This site contains information on Fire Fighter Training, EMS Training, Community Training Center, Environmental Health and Safety, and Library Publications.
- www.hr.mnscu.edu – **The Human Resources Department** in the MnSCU system office provides support and assistance to the Human Resources staff at each of the colleges and universities, and administers system-wide program.
- www.licensure.mnscu.edu – **Licensure for MnSCU** college faculty assigned to UTCE and vocational technical instructors employed outside MnSCU in institutions which require a license for a vocational technical teaching position. This site includes information about licensure guidelines, fields, and forms.
- <http://Mnsat.mnscu.edu> - **Minnesota Satellite and Technology Internet web site**. This site contains information on products, resources and an event calendar.
- www.slsc.mnscu.edu – **Student Loans Service Center** Internet Web Site. This site contains loan information for MnSCU students.

OTHER MnSCU RELATED SITES

Equal Opportunity and Diversity	www.eod.mnscu.edu
ISEEK	www.iseek.org
Minnesota Virtual University	www.mnvu.org
Mn Transfer	www.Mn.Transfer.org
Targeted Industry Partnership	www.tip.mnscu.edu
Educational Grant Unit	www.grantspus.mnscu.edu
International Education	www.internationaleduc.mnscu.edu
Budget Unit	www.budget.mnscu.edu
Legislative Updates	www.mnscu.edu/Legislative.Legindex.html
System Office Personnel	www.hr.mnscu.edu

REQUESTING AND ACCESSING PUBLIC INFORMATION AT NORMANDALE COMMUNITY COLLEGE

Normandale Community College Web Site <http://www.normandale.MnSCU.edu/enter/htm>

General Guidelines for Requesting and Accessing:

- Any member of the public is allowed to view public information without charge.
- Requests must be in writing
- 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 we reasonably can, but we may not be able to provide the information you want immediately because we need time to locate or copy the information.
- We do not have to provide data that we do not keep.
- Upon request, we will provide copies of public data. We will/may or may not 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 we reasonably can. 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 as soon as we reasonably can and will tell you which law applies. If you ask, we will provide our decision in writing.

HOW TO MAKE ROUTINE REQUEST FOR PUBLIC INFORMATION AT NORMANDALE COMMUNITY COLLEGE

A. TELL US WHAT YOU WANT

Please state that you are making a request under the Minnesota Government Data Practices Act. Make your request as specific as possible. Describe the information you want as clearly as you can in writing. 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

STUDENT AND ACADEMIC POLICIES/PROCEDURES:

**Ralph Anderson
Dean of Students**

9700 France Avenue South
Bloomington, MN 55431
Phone: (952) 487-8286
Fax: (952) 487-8101

**Gail Anderson Cywinski
Associate Dean of Students**

9700 France Avenue South
Bloomington, MN 55431
Phone: (952) 487-8283
Fax: (952) 487-8101

PERSONNEL RECORDS:

**Sharon Harris
Director, Human Resources**

9700 France Avenue South
Bloomington, MN 55431
Phone: (952)487-8271
Fax: 952-487-8265

STUDENT AFFAIRS [ACADEMIC] RECORDS:

Registrar

9700 France Avenue South
Bloomington, MN 55431
Phone: (952) 487-8218
Fax: (952) 487-8230

FINANCIAL INFORMATION:

**Craig Erickson
Director of Fiscal Services**

9700 France Avenue South
Bloomington, MN 55431
Phone: (952) 487-8232
Fax: (952) 487-8235

If you have other questions about access to public data or you are having difficulty obtaining public data, contact the college's designated data practices officer:

**Sharon Harris
Director of Human Resources**

9700 France Avenue South
Bloomington, MN 55431
Phone: (952) 487-8271
Fax: (952) 487-8265

Note: *Data will be released under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. This information is available in alternate formats upon request.rocAccessPublicData 12-00*