

## PROCEDURES FOR ACCESSING PUBLIC INFORMATION AT SOUTH CENTRAL COLLEGE

This document is designed to assist you in obtaining public information from South Central 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 MnSCU System and its colleges and universities is available on the internet. The following sites may provide you with the information you need.

### MnSCU WEBSITES

These websites can be accessed by MnSCU staff, faculty and students, as well as the public.

[www.mnscu.edu](http://www.mnscu.edu) – With its [32 institutions](#), including 25 two-year colleges and seven state universities, the Minnesota State Colleges and Universities system is the largest single provider of higher education in the state of Minnesota.

[www.finance.mnscu.edu](http://www.finance.mnscu.edu) –The Finance Division is comprised of three major units: Budget, Facilities and Financial Reporting. These units are responsible for the oversight of all issues related to the financial stability and management of the system’s 32 colleges and universities and the Office of the Chancellor.

[www.ctl.mnscu.edu](http://www.ctl.mnscu.edu) –The Center for Teaching and Learning is a system-wide resource for faculty development in the Minnesota State Colleges and Universities.

[www.facilities.mnscu.edu](http://www.facilities.mnscu.edu) – The Facilities Division encompasses a large range of diverse and complex services relating to the buildings, land and overall environment of the 53 campuses with services centered on acquiring, disposing, financing, constructing, planning and managing campus land and improvements.

[www.firecenter.mnscu.edu](http://www.firecenter.mnscu.edu) – The MnSCU Fire/EMS/Safety Center provides oversight and leadership in four major areas:

- First Responder and Safety/Compliance Training and Education Programs
- American Heart Association’s Multi Regional Training Center (MRTC)
- Internal System all Hazards Planning and Safety/Health/Code Compliance
- Information and Research Coordination through the Center’s Fire, EMS and Safety Library

[www.hr.mnscu.edu](http://www.hr.mnscu.edu) – The Human Resources Division aspires to lead in the development and improvement of a comprehensive system of personnel management to attract and retain well-qualified and richly diverse faculty and staff who will provide students with a high quality educational experience.

[www.cfc.mnscu.edu](http://www.cfc.mnscu.edu) – The Academic Affairs College Faculty Credentialing unit develops policies and procedures to assure qualified individuals perform faculty work in our two-year colleges through system-established faculty minimum qualifications under [Board Policy 3.32 College Faculty Credentialing](#) and [Procedure 3.32.1 College Faculty Credentialing](#).

[www.mnsat.mnscu.edu](http://www.mnsat.mnscu.edu) – Minnesota Satellite and Technology (MnSAT) has a full production broadcast studio. They produce training and educational programs delivered via KU and C band satellite, on their Digital Satellite Network, and Video Streaming. They'll produce, record, caption, and transmit your information. They'll even make the DVDs you need for distribution.

[www.slsc.mnscu.edu](http://www.slsc.mnscu.edu) – The Student Loan Service Center site contains loan information for MnSCU students.

[www.eod.mnscu.edu](http://www.eod.mnscu.edu) – The Diversity and Multiculturalism Division purpose is to provide quality services to and support for the institutions and offices of Minnesota State Colleges and Universities. The division focuses on policies and services designed to foster a diverse faculty, staff and student body.

#### OTHER MnSCU RELATED SITES

ISEEK	<a href="http://www.iseek.org">www.iseek.org</a>
Minnesota Transfer	<a href="http://www.MnTransfer.org">www.MnTransfer.org</a>

### REQUESTING & ACCESSING PUBLIC INFORMATION AT SOUTH CENTRAL 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.
- 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 charge for those copies at a rate of \$.25 per copy. This charge includes the employee time and copying cost. Payment is required prior to receipt of copies. Additional costs could include mailing if copies require more than the basic minimum 1<sup>st</sup> class postage stamp or special handling.
- 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.
- **Notice to Credit Card Issuers:** Effective July 1, 2007, Minnesota Statutes 135A.145 prohibits colleges and universities and any affiliated organization from providing a "card issuer" with the names, addresses, phone numbers or other contact information about its undergraduate students without the student's consent.

## HOW TO MAKE ROUTINE REQUESTS FOR PUBLIC INFORMATION AT SOUTH CENTRAL COLLEGE

### A. TELL US WHAT YOU WANT

We will accept written or oral data requests.

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:

Donna Marzolf, Registrar  
South Central College  
1920 Lee Boulevard  
North Mankato, MN 56003

Phone: (507) 389-7326  
Fax: (507) 388-9951  
E-mail: donna.marzolf@southcentral.edu

For PERSONNEL RECORDS contact:

Dr. Anade' Long, Vice President of Human Resources & Organizational Development/Chief Diversity Officer  
South Central College  
1920 Lee Boulevard  
North Mankato, MN 56003

Phone: (507) 389-7219  
Fax: (507) 389-9805  
E-mail: anade.long@southcentral.edu

For BUSINESS RECORDS contact:

Karen Snorek, Vice President of Finance and Facilities  
South Central College  
1920 Lee Boulevard  
North Mankato, MN 56003

Phone: (507) 332-5890  
Fax: (507) 388-9951  
E-mail: karen.snorek@southcentral.edu

OTHER QUESTIONS ABOUT ACCESS TO PUBLIC DATA contact:

Dr. Anade' Long, Vice President of Human Resources & Organizational Development/Chief Diversity Officer  
South Central College  
1920 Lee Boulevard  
North Mankato, MN 56003

Phone: (507) 389-7219  
Fax: (507) 389-9805  
E-mail: anade.long@southcentral.edu