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Contacts to escalate a Service Desk ticket:	Thea Hefty Kelly Jacobson	<a href="mailto:thea.hefty@MinnState.edu">thea.hefty@MinnState.edu</a> <a href="mailto:kelly.jacobsen@MinnState.edu">kelly.jacobsen@MinnState.edu</a>	651-201-1713 651-201-1414
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ITS Web Resources		<a href="http://www.minnstate.edu/system/its/index.html">http://www.minnstate.edu/system/its/index.html</a>	
IT Support Services - requires SharePoint log in.		<a href="https://mnsu.sharepoint.com/sites/ITS/SitePages/topic.aspx?topicID=14&amp;state=about">https://mnsu.sharepoint.com/sites/ITS/SitePages/topic.aspx?topicID=14&amp;state=about</a>	
Reporting Services		<a href="https://mnsu.sharepoint.com/sites/its/SitePages/topic.aspx?topicID=29">https://mnsu.sharepoint.com/sites/its/SitePages/topic.aspx?topicID=29</a>	
Information Security, Risk and Compliance		<a href="https://mnsu.sharepoint.com/sites/its/SitePages/topic.aspx?topicID=17">https://mnsu.sharepoint.com/sites/its/SitePages/topic.aspx?topicID=17</a>	
Identity and Access Management / StarID		<a href="http://www.minnstate.edu/system/its/iam/index.html">http://www.minnstate.edu/system/its/iam/index.html</a>	

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PLEASE NOTE: The Minnesota State Colleges and Universities system receives its legal services primarily from the Office of General Counsel (OGC) and the Minnesota Attorney General's Office (AGO).

The OGC provides legal services to the system office as well as the system colleges and universities in areas such as employment law, student rights, contracts and intellectual property. The OGC also focuses on areas that present significant policy as well as legal issues, including governance, data practices, immigration, global study programs, copyright and other policy-related issues. The general counsel coordinates the provision of legal services, including consultation on litigation, contracts and other legal issues of special significance to the system.

Campuses are free to contact either the OGC for Minnesota State Colleges and Universities or the Minnesota AGO for assistance, regardless of topic. When appropriate, you may be referred to another attorney for assistance. There is no charge for advice from either office. Colleges and universities pay 50% of the cost of AGO services in litigation matters. When a college or university is engaged in litigation, that institution is responsible for all litigation costs (such as discovery and filing fees) and the full cost of settlement or judgment, as well as 50% of the cost of AGO services.

The AGO handles all system litigation and provides assistance with contracts, real estate transactions, and other needed legal services. The AGO has several specialty divisions to assist us, including Education, Employment Law and Torts, and Public Finance and Opinions. Several assistant attorneys general in the education division serve as "campus general counsel." Each is assigned several campuses, and provides primary legal services to the campuses and connects the colleges and universities with more specialized services when needed.

Outside counsel may be appointed only by the Attorney General, and generally is engaged only when highly specialized services are needed. Requests for outside counsel are to be directed to the General Counsel. Currently, the system has outside counsel for tax, pension, patent, and bond-related issues. Colleges and universities are not allowed to hire either outside or in-house attorneys. When entering into a contract with an attorney for non-legal services, such as

immigration applications or investigative services, the contract must specify that it is for non-legal services. Contact the OGC if you have question about contracts with attorneys. System Procedure 5.14.2, Part 10, Subpart A. Campus representatives authorized by the president to obtain legal services may contact OGC staff, the AGO assigned attorney for their campus, or an attorney in one of the specialized divisions.

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