

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

DEPARTMENT: Office of the Attorney General **STATE OF MINNESOTA**

OFFICE MEMORANDUM

DATE: May 21, 1990

TO: GEORGIA POMROY, License Revision Specialist
Minnesota Technical College System
Board of Vocational Technical Education
Capitol Square Building, 550 Cedar Street
St. Paul, Minnesota 55101

FROM: CHARLENE HATCHER
Special Assistant Attorney General
525 Park Street, Suite 500 (55103)

PHONE: 296-9422

SUBJECT: In the Matter of the Adopted Rule Relating to License for Financial Aid Administrator

The above-referenced rule has been approved as to its legality by the Attorney General on May 21, 1990.

Enclosed is your copy of the approved rule. This office has already filed two copies with the Secretary of State, who will forward one copy to the Revisor of Statutes. The fourth is being retained by this division of the Attorney General's Office for its records.

Also enclosed are any petitions, requests, submissions or comments along with any extra copies of documents which you submitted to the Attorney General.

Your next step is to arrange for publication of the Notice of Adoption in the State Register. In a day or two, you should receive from the Revisor's Office three copies of tne notice of adoption of your rule. You should submit two copies of the Notice of Adoption to the State Register for publication. A permanent rule without a hearing does not become effective until five days after a notice of adoption is published in the State Register in accordance with Minn. Stat. § 14.27. An emergency rule becomes effective five working days after approval by the Attorney General; however, the agency must publish a notice in the State Register in accordance with Minn. Stat. § 14.34.

If you have any questions in this regard, please contact me.

CH:bbl.AA7
Enclosures
cc: William Brown, Chief Judge (memo only)
MaryAnn Hruby " "
Charles Mottl " "

revisor
AR1652

CWH

RULE REVIEW CHECKLIST
Bd of Vo Tech Ed

File No. 1698 — Docket No. 05.0009.0831

DATE RECEIVED 5-7-90 — ADOPTED W/O HEARING X

REVIEW DATE 5-16-90 — EMERGENCY RULE _____

DUE DATE 5-21-90 — TO REVISOR ON 5-7-90

REVISOR APPROVED ✓

APPROVED 5-21-90 — REVISOR DISAPPROVED _____

DISAPPROVED _____ — FILED W/SEC. OF STATE 5-21-90

WITHDRAWN _____ — RETURNED TO AGENCY 5-21-90

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1 ✓ Rule as adopted (4 copies)

_____ Notice to Solicit Outside Information/Opinion (if applicable)
- _____ Date published in State Register
- _____ Comments

_____ Petition for Adoption of a Rule (if applicable)

✓ Board's Authorizing Resolution
- 2-14-89 Date adopted

✓ Proposed Rule
- ✓ Revisor's Certificate

✓ Notice of Intent to Adopt Rule
- 136C.04, subd. 9 Statutory Authority 125.185, subd. 4
- N/A Small Business Statement
- N/A Expenditure of public money statement
- Helen Henrie Signature

✓ ✓ Statement of Need and Reasonableness (if applicable)
- _____ Small Business Statement
- N/A Fees - § 16A.128

✓ Affidavit of Mailing Notice of Intent to Adopt Rule
- Feb. 15, 1990 Date (30)/25 days before adoption yes
- ✓ Notice attached indicates attached
- ✓ Copy of rule or summary attached

✓ Publication in State Register
- Feb. 20, 1990 Date (30)/25 days before adoption yes

✓ 180-day deadline from:
- _____ Effective date of law requiring rule (14.12) (both rules)
- ✓ end of comment period (§ 14.26) (rules without hearing)
- _____ effective date of statutory authority (§ 14.29) (emergency rules)

✓ Resolution Adopting
- Apr. 10, 1990 Date adopted

✓ ✓ Findings of Fact, Conclusions & Order Adopting
- Apr. 18, 1990 Date

✓ Written requests, submissions or comments

✓ Declaration of attorney
- Charles Mottl Name of ~~SAAG~~ AAG representing agency

✓ Notice of Submission to Atty. Gen. (if applicable)

✓ Aff. of Mailing Notice to Atty. Gen. (if applicable)

State Board of Vocational Technical Education

Adopted Permanent Rules Relating to License for Financial Aid Administrator

Rules as Adopted

3700.1100 FINANCIAL AID ADMINISTRATOR.

Subpart 1. **License required.** A person must be licensed as a financial aid administrator under this part if the person is responsible for any of the activities listed in this subpart:

A. serving as a primary resource person on financial aid and providing information on financing higher education to current and prospective students, parents, secondary counselors, social service agencies, and technical institute staff members;

B. completing all institutional applications and reports for program participation required by the institute, the state and federal government, or other agencies;

C. interpreting state and federal regulations for the development of policies and procedures in administering financial aid programs and services;

D. establishing uniform procedures and standards for the awarding and disbursing of financial aid and the monitoring of student academic progress;

E. complying with federal, state, and local audit requirements for financial aid administrators;

F. coordinating the integration of agency funding into the awarding process; and

G. developing forms and brochures providing student consumer information regarding applications and rights and responsibilities, as well as all documents necessary for program management.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, except that the applicant need not comply with part 3515.1400, items A to D.

Subp. 3. **Educational and occupational experience**

requirement. An applicant for a license as financial aid administrator must meet the requirements listed in item A, B, C, or D. The education must be from an accredited postsecondary institution.

A. 4,000 hours of verified occupational experience as a financial aid office administrator/director and a bachelor's or higher degree with a major in educational counseling and guidance, postsecondary student personnel administration, federal aid administration, or business administration.

B. 6,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director and a two-year program or a program of 90 or more quarter credits or associate degree in financial aid assistant.

C. 8,000 hours of verified occupational experience as a financial aid administrator/director.

D. 8,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director, and 60 hours of beginning or intermediate student financial aid administration workshops sponsored by professional national, state, or regional financial aid administrator associations or 15 quarter credits in student financial aid and administration theory and practice.

Subp. 4. **Initial renewal requirements.** An applicant must submit verification of completion of philosophy of vocational education and an approved human relations course before the applicant's first license renewal.

Subp. 5. **Conversion of current financial aid officers.**

A. A current financial aid officer license converts to a financial aid administrator license on the effective date of this part and upon the next renewal the applicant's license will indicate financial aid administrator.

B. Applicants verifying one year of experience within a Minnesota technical institute performing the duties listed in part 3700.0350, subpart 1, within five years before the effective date of this part are eligible for a license as a

financial aid administrator.

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

MAY 2 1 1990

Joan Anderson Growe

Secretary of State

1:30 PM

APPROVED AS TO LEGALITY

May 21, 1990

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

BY Charlene W. Hatcher
SPECIAL ASSISTANT ATTORNEY GENERAL

Rec'd. 5-7-90

STATE OF MINNESOTA

MINNESOTA TECHNICAL COLLEGE SYSTEM
Board of Vocational Technical Education
Capitol Square Building, 55O Cedar Street
St. Paul, Minnesota 55101

Office Memorandum

TO: Patricia Nolte, Office of Attorney General

FROM: Georgia Pomroy, License Revision Specialist G.P.

DATE: May 7, 1990

PHONE: 296-3929

SUBJECT: Document Review for Financial Aid Administrator, Rule 3700.1100

The following documents have been enclosed for your review.

1. *State Register* copy - Solicitation of Outside Opinion - February 13, 1989
2. Resolution by the Board - February 14, 1989
3. Revisor copy of proposed rule
4. Signed Notice of Intent as mailed - January 30, 1990
5. Statement of Need and Reasonableness
6. Affidavit of Mailing - February 15, 1990
7. *State Register* copy of proposed rules - February 20, 1990
8. Four copies of the rule as adopted
9. Board's Resolution Adopting Rule - April 10, 1990
10. Findings of Fact and Conclusions of Law - April 18, 1990
11. Comments and Requests for Public Hearing
12. Notice of Submission to Attorney General - Request for Notice - May 7, 1990
13. Affidavit of Mailing Submission - May 7, 1990
14. Attorney General Declaration - April 30, 1990

GP:lrv
MOTTLFAA

Enclosures

GP

Minnesota Technical Institute System

State Board of Vocational Technical Education
Capitol Square Building 550 Cedar Street St. Paul, MN 55101

Campus Locations

ALBERT LEA
ALEXANDRIA
ANOKA
AUSTIN
BEMIDJI
BRAINERD
BROOKLYN PARK
CANBY
DETROIT LAKES
DULUTH
EAST GRAND FORKS
EDEN PRAIRIE
EVELETH
FARIBAULT
GRANITE FALLS
HIBBING
HUTCHINSON
JACKSON
MANKATO
MINNEAPOLIS
MOORHEAD
PINE CITY
PIPESTONE
RED WING
ROCHESTER
ROSEMOUNT
ST. CLOUD
ST. PAUL
STAPLES
THIEF RIVER FALLS
WADENA
WHITE BEAR LAKE
WILLMAR
WINONA

MEMORANDUM

TO: Persons Registered with the State Board of Vocational Technical Education to Receive Notice of Any Rulemaking Proceedings

FROM: Helen Henrie, Interim State Director
State Board of Vocational Technical Education

DATE: February 15, 1990

RE: Notice of Proposed Adoption of Permanent Rules

Enclosed you will find the Notice of Proposed Adoption of Rules relating to licensure criteria 3700.1100.

Postsecondary Vocational Technical Education relating to
Financial Aid Administrator

The Notice of Intent to Adopt a Rule Without a Public Hearing and a copy of the rule are being republished February 20, 1990, to include a readable copy of the rule.

GP:lrv
MEMO.FAA

Enclosures

DEPARTMENT OF THE STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of the Rules of the State of Minnesota, State Board of Vocational Technical Education, Governing 3700.1100 rules, Financial Aid Administrator

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

Notice is hereby given that the State Board of Vocational Technical Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in Minnesota Statutes, Section 14.22 to 14.28. The statutory authority to adopt the rules is Minnesota Statutes 136C.04, Subdivision 9.

All persons have 30 days until 4:30 p.m., 23nd day of March, 1990, in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to Minnesota Statutes, Sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to either:

Jeanette Daines, Supervisor
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0679

Georgia Pomroy, License Revision Specialist
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0680

(8) The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

(11) A copy of the proposed rule is attached to this notice.

(12) A Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Jeanette Daines or Georgia Pomroy at the above address and phone, upon request.

(9) If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or wish to receive a copy of the adopted rule must submit the written request to either:

Jeanette Daines, Supervisor
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0679

Georgia Pomroy, License Revision Specialist
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0680

Helen Henrie

Helen Henrie, Interim State Director
Minnesota Technical College System

Date: 1/30/90

9915FAA

NEED AND REASONABLENESS

MINNESOTA STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

Statement of Need and Reasonableness
for Licensure of Postsecondary
Vocational Technical Personnel.

RULES AS PROPOSED 3700.1100
FINANCIAL AID ADMINISTRATOR

The statutory authority for the State Board of Vocational Technical Education to promulgate these rules is contained in Minnesota Statutes section 136C.04, subd. 9 which states:

Licensure. The State Board may adopt rules, according to the provisions of Chapter 14, for licensure of teaching, support, and supervisory personnel in postsecondary and adult vocational education. When necessary for continuous programs approved by the board and when the board determines that appropriate temporary standards do not exist, the State Board may adopt appropriate temporary standards without regard to chapter 14 and may issue temporary licenses to teaching and support personnel. A temporary license is valid up to one year and is not renewable, but a person holding a temporary license may, upon its expiration, be issued a license in accordance with standards adopted under chapter 14. The State Board may establish a processing fee for the issuance, renewal, or extension of a license."

BACKGROUND INFORMATION

The proposed permanent rules follow the format established by the revised administrative licenses adopted on November 21, 1989.

The formal rule revision process involves a general advisory committee. Representatives include private trade schools, Board of Teaching, State Board of Vocational Technical Education staff, teacher educators, union representatives, and licensed postsecondary staff in administration, supervision, instruction, and support service and special needs.

In addition, each individual rule has its own subcommittee consisting of State Board of Vocational Technical Education staff, technical college administrators, licensed instructors, and representatives from business and industry. Other individuals may be involved dependent upon the rule being promulgated as in the case of health areas, professional credentialing representation. Each rule is also reviewed by a licensure committee representing the State Board of Vocational Technical Education prior to the board's resolution to adopt the rule.

The State Board of Vocational Technical Education is revising postsecondary and extension vocational education licenses for instructors and support staff. The licensure rules need clarification for the benefit of existing parties. The majority of the issues identified are related to interpretation of the terms: relevant education, relevant occupational experience, and vague or nonexistent course requirements. In addition, the technical college system is currently undergoing a major restructuring of programs and developmental services. Existing licensure results in an artificial barrier which prevents an instructor with expertise in a specific area from teaching that content in any program other than the one for which the individual is licensed. Thus an instructor holding an accounting license could only teach accounting within that program, preventing the technical college from using that knowledge to teach the credit course, Principles of Accounting. Revision is also an attempt to remove that artificial barrier.

3700.1100 FINANCIAL AID ADMINISTRATOR.

Developmental student services is redefining the services to be provided to the student and determining the positions necessary to fulfill this commitment. This produced an added incentive for license revision. In addition, financial aid officer (original license title) was in an area of licenses labeled as permissive. The permissive licenses were not required to function in a technical college. However, if an individual chose to be licensed, such an individual would have to meet requirements as listed. A decision had to made to determine which licenses should be required and which would be repealed.

An Intent to Solicit Outside Opinion was published in the State Register on February 13, 1989. An Authorizing Resolution was passed by the State Board on February 14, 1989. Several committee meetings, a general advisory committee meeting, and consultation with the Revisor of Statutes and the Attorney General's office resulted in the proposed rules. The State Board of Vocational Technical Education staff then made the final rule recommendations.

Subpart 1. License required. This appraised an applicant and an institution of the activities which require a license within a technical college.

Subp. 2. Other requirements. This subpart references other rules an applicant must comply with and rules from which an applicant is exempt.

Subp. 3. Educational and occupational experience requirement. Lists the various options and criteria acceptable to meet the requirements of initial licensure in this area.

Subp. 4. Conversion of current financial aid officers. Individuals currently functioning as financial aid officers are notified that they are automatically converted to a license providing certain provisions have been met.

SPECIFIC FINANCIAL AID REQUIREMENTS

Subpart 1. This subpart notifies the applicant and/or hiring authority of the activities which require licensure. The activities as listed are the activities listed in current rule. Some of the items have been separated and listed as a distinct activity. This allows for a clearer and less confusing explanation of the activities. There is essentially no change in the part; therefore, this is a reasonable subpart.

Subpart 2. Other Requirements. Refers to the other requirements an applicant must meet for licensure. There are no changes in these requirements. The reference is to current rule.

Subpart 3. Educational and Occupational Experience Requirement. Specifies education required and number of hours of experience required for this license. The educational requirements are in the areas of financial aid, counseling and guidance, personnel administration, federal aid administration or business administration. The areas of education were selected because of the content contained that applies to the skills, knowledge and attitudes required of a Financial Aid Administrator. Content dealing with counseling of a student assists Financial Aid Administrators with situations faced daily. The educational areas listed on a baccalaureate level have content in financial aid, communication skills, financial application, or business processes. These areas are represented in this position and are therefore reasonable. Education at the associate or diploma level in financial aid is reasonable since this licensure area is the direct application of that content. Experience is required either as a financial aid administrator or as an assistant to a financial aid administrator. If the experience is as an administrative assistant to a financial aid administrator, specific course content must be taken to assure familiarity with current financial aid law and procedure. The requirements as listed are necessary and reasonable due to the large amount of money handled and distributed each year. This individual must be cognizant of half-time eligibility, loan default, federal and state regulations, and loan default recommendations.

Subpart 4. Initial renewal requirements. An applicant must verify completion of courses in Philosophy of Vocational Education and Human Relations prior to first renewal. There is no change in this requirement.

Subp. 5. Conversion of current financial aid officers. It is reasonable to convert individuals currently functioning in the financial aid position to licensure since a license was not required prior to adoption of this rule. Individuals currently employed in this capacity are familiar with the content of the job. It is reasonable and necessary to convert these individuals so as to avoid undo hardship for either the individual or the technical college. This is a one-time conversion only for current personnel and will not be ongoing.

STATE OF MINNESOTA

MINNESOTA TECHNICAL COLLEGE SYSTEM

FISCAL IMPACT

3700.1100 FINANCIAL AID ADMINISTRATOR

Purpose. Technical college licensure rules are in the process of revision. Existing rules are clarified and updated. Terms used and the interpretation of these terms are clarified for the benefit of interested parties. This rule is being revised to assure a pool of candidates who will meet a minimum level of education and/or experience to administer financial aid. This is necessary due to the amount of funds dispersed within the technical college system, as well as the large number of students receiving those funds. According to figures compiled annually by the financial aid offices in the technical college system, approximately 80% to 85% of students attending the colleges in 1988-89 received some form of financial aid assistance. According to the FISAP (Application and Fiscal Operations Report) submitted to the federal government on an annual basis the following funds were dispersed by the financial aid offices of the technical college system in fiscal year 1988-89: Federal funds Title IV, $24,097,286.00 and state scholarship and grant programs $5,089,137. In addition, technical college financial aid offices gave the following estimates for FY88-89: Student loans $38,000,000 and other types of financial assistance such as JTPA and BIA - $8,000.000. An individual not cognizant of the financial aid rules, regulations, fund availability, half-time eligibility, etc., could result in large default numbers, as well as students not able to attend college due to inadequate or misinformation.

Statutory Authority. The statutory authority for the State Board of Vocational Technical Education to promulgate these rules is contained in Minnesota Statutes section 136C.04, subd. 9 which states:

Licensure. The State Board may adopt rules, according to the provisions of Chapter 14, for licensure of teaching, support, and supervisory personnel in postsecondary and adult vocational education. When necessary for continuous programs approved by the board and when the board determines that appropriate temporary standards do not exist, the State Board may adopt appropriate temporary standards without regard to chapter 14 and may issue temporary licenses to teaching and support personnel. A temporary license is valid up to one year and is not renewable, but a person holding a temporary license may, upon its expiration, be issued a license in accordance with standards adopted under chapter 14. The State Board may establish a processing fee for the issuance, renewal, or extension of a license."

Reason For Proposed Adoption At This Time. The technical college system had six permissive licenses in the licensure rules found in Minnesota Rules Part 3515. A permissive license is one that may be held by the person performing the corresponding function

within a technical college, but the board does not require that a person hold the license to perform the function. The board has reviewed the concept of permissive licenses and has determined to issue only licenses which are required to perform the corresponding function. Of the six permissive licensure rules, all have been repealed. Financial Aid Administrator is the only rule which has been promulgated for adoption into permanent rule and will be mandatory as are all other technical college licenses. At this time, the technical college system is undergoing a major restructuring process of both programs and services. Developmental services is redefining the services to be offered to the college student. This provided an incentive, in addition to the need to eliminate permissive licenses, to revise this rule.

Availability of Funds. At the present time, each campus is funded for 1.3 FTE licensed and 1.3 FTE nonlicensed staff as a minimum funding level for the purpose of administration of financial aid. This amount is calculated by using the last reported actuals plus inflation. The remaining funds are based and dispersed based on actual head count. The discretionary funds will vary dependent on the amount needed to fund the minimum staff.

Projected State and Local Costs and Methodology Used. Funding adjustment for staff are made for each technical college every two years. Thus for FY90, the minimum staff allocation was based on the FY88 reported salary, fringe and FTE. This was adjusted for the 5% inflation rate set for all staff formulas. It is the position of the state board that Financial Aid Administrator already has appropriations designated for two full-time positions and, therefore, will not have a fiscal impact.

Due to the interest generated by this rule, however, the following financial calculations have been outlined to answer questions.

Licensed staff are already serving in 22 of the technical colleges in the position of Financial Aid Officer. Eight colleges reported using nonlicensed staff in the position. These colleges are currently, and will continue to be, funded using the system average for that position plus the added 5% for inflation. Under existing appropriation formulas, once these colleges report licensed staff salaries, they will then be funded using the reported actuals plus inflation. The figures underlined are from those eight colleges.

SECTION I. This section illustrates total system fiscal impact on the basis of existing formulas. The 1988 average licensed salary per 1.0 FTE was multiplied by 1.3 FTE and 5% inflation rate was added. The fourth column represents the funding for a licensed financial aid position for FY90. The fifth column is the figure furnished in the survey by the respective colleges as the anticipated FY90 salary and fringe if a license is required. The colleges not responding are identified by an * and have been funded at the system average. The last figure is the plus or minus difference between projected cost and state funding. Funding appears to be adequate for projected costs in six of the

eight colleges. Hennepin Technical Colleges would experience a deficit of $7,145 and Rochester Technical College a deficit of $7,090. Total impact for the system would be plus $72,779 for dispersement according to FTE.

SECTION II. This assumes upgrading of a nonlicensed staff member to licensed status and demonstrates the differential. The first column is average nonlicensed salary/fringe. The next figure is average reported cost for licensed personnel and the third column represents the differential. For example, Anoka Technical College currently pays unlicensed personnel an average of $26,598. The average licensed staff receives $38,178. The increase in cost to upgrade the unlicensed personnel to a licensed position would cost an additional $11,580. Since the college is funded for $53,696 for FY90, the calculated difference is the final column figure of plus $31,556. By calculating the funds dispersed, the total differential is represented in the final underlined figure for system deficit of $21,281. Since funding formulas are calculated every two years, the actual licensed expenditures in the eight colleges will not be available until FY92. At that time, according to existing formulas, the college would be funded using actuals plus inflation with the remaining funds dispersed according to FTE.

SECTION I

SECTION II

FINANCIAL AIDS:STAFF

College	FY88 Reported Lic FTE	FY88 Avg Sal & Fr Per FTE		FY90 Base FTE	FY90 Lic FTE Base Guarantee	College Projected Cost 1.30 Lic FTE	Diff	With Upgrading Current Staff: FY88 w/infl NLic Sal/Fr 1.30 FTE	FY90 Lic Sal/Fr 1.30 FTE	Diff	Fiscal Impact
Minneapolis	1.30	39,337	#	1.3	53,696						
Anoka	0.00	39,337	#	1.3	53,696	38,178	15,518	26,598	38,178	11,580	31,556
Detroit Lakes	1.22	39,180		1.3	53,480						
Bemidji	1.26	36,472		1.3	49,784						
Mankato	1.19	42,502		1.3	58,015						
Moorhead	1.25	39,440		1.3	53,836						
Brainerd	1.17	31,648		1.3	43,200						
Alexandria	1.37	42,828		1.3	58,461						
Albert Lea	1.21	35,156		1.3	47,988						
Red Wing	1.18	39,798		1.3	54,325						
Hennepin	0.00	39,337	#	2.6	107,391	114,536 *	(7,145)	46,874	114,536	67,662	(38,566)
Willmar	1.15	42,973		1.3	58,659						
Hutchinson	1.26	37,692		1.3	51,450						
Austin	0.00	39,337	#	1.3	53,696	43,136 *	10,559	27,782	43,136	15,354	5,758
Rochester	0.00	39,337	#	1.3	53,696	60,786	(7,090)	23,310	60,786	37,476	(25,341)
Thief River Falls	0.92	38,369		1.3	52,374						
Pine City	1.28	41,972		1.3	57,292						
East Grand Forks	1.31	35,362		1.3	48,269						
St. Paul	1.31	41,272		1.3	56,336						
Faribault	1.31	27,858		1.3	38,026						
Eveleth	0.00	39,337	#	1.3	53,696	50,375 *	3,320	35,749	50,375	14,626	35,660
Hibbing	1.43	15,387		1.3	21,003						
Duluth	1.20	42,665		1.3	58,237						
St. Cloud	0.00	39,337	#	1.3	53,696	38,367	15,328	21,882	38,367	16,485	(18,330)
Staples	1.30	35,054		1.3	47,849						
Wadena	1.26	38,352		1.3	52,350						
Winona	0.00	39,337	#	1.3	53,696	38,000	15,696	27,375	38,000	10,625	12,785
Southwestern	4.83	38,767		5.2	211,667						
Northeast Metro	0.00	39,337	#	1.3	53,696	27,102	26,594	23,545	27,102	3,557	(24,803)
Dakota County	1.27	30,519		1.3	41,658						
System	30.98	$39,337					72,779			177,365	(21,281)

\# Indicates System Average Salary/Fringe

* Projection was not supplied by college
used Avg Instructional Lic sal/fr for college

==========

CERTIFICATE OF THE

STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR RULE WITHOUT A PUBLIC HEARING

I, JoAnn Cardenas Enos, do hereby certify that I am a member and the President of the State Board of Vocational Technical Education, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the State Board of Vocational Technical Education duly and properly called and held on the 14th day of February 1989 that a quorum was present, and that a majority of those present voted for the resolution which has not been rescinded or modified.

"RESOLVED, that Helen Henrie, Deputy State Director of the Minnesota Technical Institute System is hereby granted the authority and directed to sign and to give the Notice of Board's Intent to Adopt a rule without a public hearing governing Post-Secondary Vocational Licensure of personnel for Emerging Occupations: Environmental Technician, Swine Production, Dispensing Optician,Chiropractic Assistant, Public Safety Communicator (911), Radiologic Technology, EKG/Cardiac Technician, Physical Therapy Assistant; revision of permanent rules in: Occupational Personal Development, Student Financial Aids Officer, and Medical Records to all persons who have registered their names with the Board for that purpose and publish the Notice and rule in the *State Register* and to perform any and all acts incidental thereto."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 14th day of February 1989.

President
State Board of Vocational Technical Education

Attest by one other Board Member

20109910.FRM

STATE OF MINNESOTA
DEPARTMENT OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of the Rule of the State of Minnesota Governing Postsecondary Vocational Teaching Licensure, rule 3700.1100 for Financial Aid Administrator	FINDINGS OF FACT, CONCLUSIONS, AND ORDER ADOPTING RULE WITHOUT PUBLIC HEARING

(1) Notice of the State Board of Vocational Technical Education intent to adopt the above-entitled rule was published in the *State Register* on February 20, 1990, and was sent by United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 on February 15, 1990. (2) The statement of need and reasonableness was prepared before the notice of intent to adopt a rule without a public hearing was mailed to all persons on the rulemaking mailing list and published in the *State Register*, and was available to the public.

(4) All persons were given the opportunity to submit comment on the rule for 30 days after notice of the proposed rulemaking. (5) Four (4) requests for a public hearing on the rule were received by the agency. Therefore, the agency did not receive requests for a public hearing from 25 or more persons which were not withdrawn. (7) Nine (9) comments or submissions on the rule were received by the agency.

(7) One request for notice of submission to the Attorney General was received by the agency.

Based on the comments and evidence in the record before the agency, I find the following: (8) (9) The above-captioned rule is needed and reasonable.

NOW, THEREFORE, IT IS ORDERED that the rule identified as 3700.1100 Postsecondary Vocational Teaching Licenses; Financial Aid Administrator is adopted this 18th day of April, 1990, pursuant to authority vested in the State Board of Vocational Technical Education by Minnesota Statutes, section 136C.04, Subdivision 9.

Helen Henrie 4/18/90

Helen Henrie Date
Interim State Director
State Board of Vocational Technical Education

9930FAA

Office of the Revisor of Statutes

Administrative Rules

Paul M. Marinac
Assistant Deputy Revisor
296-0948



700 State Office Building
100 Constitution Avenue
St. Paul, MN 55155-1297

February 1, 1990

Georgia Pomroy
State Board of Vocational
Technical Education
Capitol Square Building, First Floor
St. Paul, MN 55101

RE: File No. 1652

Dear Ms. Pomroy:

I am enclosing six copies of your rules, approved as to form.
Please submit two copies to the State Register for publication.

If you have any questions, please call me.

Very truly yours,

Paul M. Marinac

Paul M. Marinac

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to License for Financial Aid Administrator

Rules as Proposed (all new material)

3700.1100 FINANCIAL AID ADMINISTRATOR.

Subpart 1. **License required.** A person must be licensed as a financial aid administrator under this part if the person is responsible for any of the activities listed in this subpart:

A. serving as a primary resource person on financial aid and providing information on financing higher education to current and prospective students, parents, secondary counselors, social service agencies, and technical institute staff members;

B. completing all institutional applications and reports for program participation required by the institute, the state and federal government, or other agencies;

C. interpreting state and federal regulations for the development of policies and procedures in administering financial aid programs and services;

D. establishing uniform procedures and standards for the awarding and disbursing of financial aid and the monitoring of student academic progress;

E. complying with federal, state, and local audit requirements for financial aid administrators;

F. coordinating the integration of agency funding into the awarding process; and

G. developing forms and brochures providing student consumer information regarding applications and rights and responsibilities, as well as all documents necessary for program management.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, except that the applicant need not comply with part 3515.1400, items A to D.

Subp. 3. **Educational and occupational experience**

Approved by Revisor

requirement. An applicant for a license as financial aid administrator must meet the requirements listed in item A, B, C, or D. The education must be from an accredited postsecondary institution.

A. 4,000 hours of verified occupational experience as a financial aid office administrator/director and a bachelor's or higher degree with a major in educational counseling and guidance, postsecondary student personnel administration, federal aid administration, or business administration.

B. 6,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director and a two-year program or a program of 90 or more quarter credits or associate degree in financial aid assistant.

C. 8,000 hours of verified occupational experience as a financial aid administrator/director.

D. 8,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director, and 60 hours of beginning or intermediate student financial aid administration workshops sponsored by professional national, state, or regional financial aid administrator associations or 15 quarter credits in student financial aid and administration theory and practice.

Subp. 4. **Initial renewal requirements.** An applicant must submit verification of completion of philosophy of vocational education and an approved human relations course before the applicant's first license renewal.

Subp. 5. **Conversion of current financial aid officers.**

A. A current financial aid officer license converts to a financial aid administrator license on the effective date of this part and upon the next renewal the applicant's license will indicate financial aid administrator.

B. Applicants verifying one year of experience within a Minnesota technical institute performing the duties listed in part 3700.0350, subpart 1, within five years before the effective date of this part are eligible for a license as a

Approved
by Revisor _____

financial aid administrator.

Approved
by Revisor _____

Office of the Revisor of Statutes

Administrative Rules

TITLE: Proposed Permanent Rules Relating to License for Financial Aid Administrator

AGENCY: State Board of Vocational Technical Education

MINNESOTA RULES: Chapter 3700

The attached rules are approved for publication in the State Register

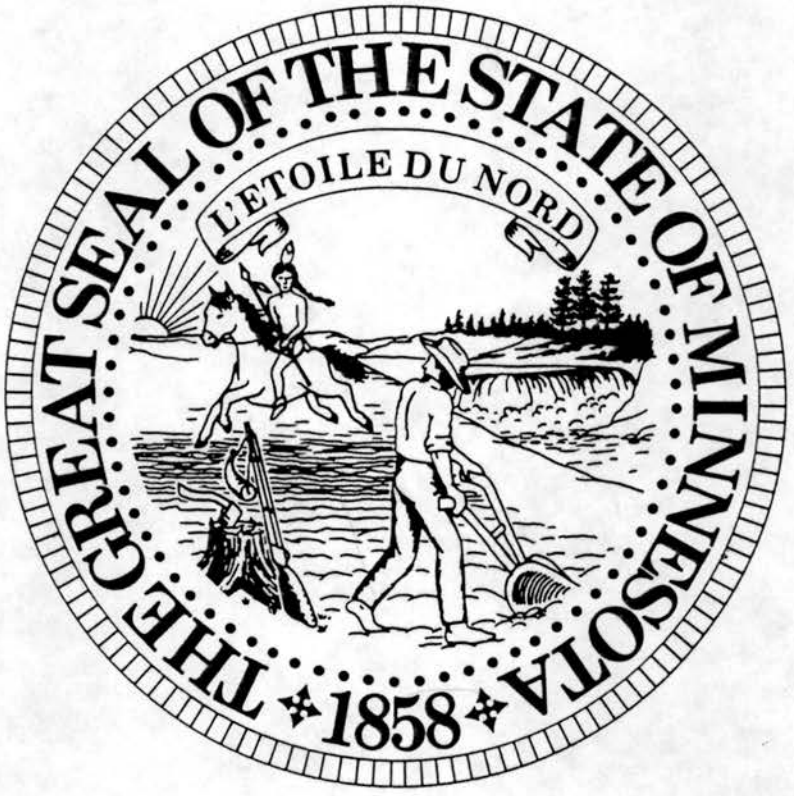
Paul M. Marinac
Assistant Deputy Revisor

Georgia, Please see pg. 2003

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Published every Monday

13 February 1989

Volume 13, Number 33

Pages 1955-2026

2. Petition of the City of St. Paul for a variance from minimum standards for a construction project which has been completed on MSAS 260 (Burlington Road) between Springside Road and Totem Road so as to permit parking on both sides of the street instead of restricting parking to the southwesterly side of the street as required.

3. Petition of the City of St. Paul for a variance from minimum standards for a construction project which has been completed, but final payment is withheld, on MSAS 126 (Chestnut Street) between West 7th Street and Smith Avenue so as to permit three fixed objects (utility poles) within the two foot clear zone, instead of maintaining the required clear zone free of any fixed object, thereby approving the project for final payment.

4. Petition of the City of South St. Paul for a variance from minimum standards for a proposed construction project on MSAS 104 (Marie Avenue) between 14th Avenue and 21st Avenue so as to permit a design speed of 25 miles per hour instead of the required design speed of 30 miles per hour at four crest vertical curves located at the intersections of 16th, 17th, 18th and 19th Avenues.

5. Petition of the City of Minneapolis for a variance from minimum standards for a construction project on MSAS 166 (Como Avenue) between 15th Avenue SE and 22nd Avenue SE so as to permit a street width of 44 feet, with parking permitted on both sides, instead of the required minimum width of 72 feet with parking permitted on both sides, or the required minimum width of 52 feet with no parking permitted on either side. The City proposes to ban parking on the north side between 15th and 16th Avenues SE during peak traffic hours (7-9 a.m. and 4-6 p.m.).

6. Petition of the County of Hennepin for a variance from minimum standards for a construction project on CSAH 17 (France Avenue) between 70th Street and 78th Street so as to permit a street width of 93 feet with no parking permitted instead of the required width of 95 feet (includes a 17′ median) with no parking permitted.

7. Petition of the County of Hennepin for a variance from minimum standards for a construction project on CSAH 70 (Medicine Lake Road) between TH 169 (formerly CSAH 18) and CSAH 102 (Douglas Drive) so as to permit a street width of 48 feet with no parking permitted instead of the required street width of 52 feet with no parking permitted.

8. Petition of the County of Itasca for a variance from minimum standards for a construction project on CSAH 9 (Forest Highway 8) between 0.26 miles SW of the Cass-Itasca County line and 0.22 miles NE of the county line so as to permit a design speed of 30 miles per hour instead of the required design speed of 40 miles per hour at the curve east of Winnibigoshish Dam.

The cities and counties previously listed are requested to follow the following time schedule when appearing before the Variance Committee:

9:30 a.m.	City of South St. Paul
10:00 a.m.	City of St. Paul
10:40 a.m.	City of Minneapolis
11:00 a.m.	County of Hennepin
1:00 p.m.	County of Itasca

Dated: 3 February 1989

Leonard W. Levine
Commissioner
Minnesota Department of Transportation

State Board of Vocational Technical Education

Notice of Intent to Solicit Outside Opinion Regarding Proposed Rules Governing the Rules for Licensure of Postsecondary Technical Education Personnel

NOTICE IS HEREBY GIVEN that the State Board of Vocational Technical Education is seeking information or opinions from sources outside the agency in preparing to amend Chapter Thirty-Five: Rules for Licensure of Vocational Technical Education Personnel and specifically in Emerging Occupations: Environmental Technician, Swine Production, Dispensing Optician, Chiropractic Assistant, Public Safety Communicator (911), Radiologic Technology, EKG/Cardiac Technician, Physical Therapy Assistant, and revision of permanent rules in: Occupational Personal Development, Student Financial Aids Officer, and Medical Records. The promulgation of these rules is authorized by *Minnesota Statutes* §§ 136C.04, subd.9. and 125.185 subd.4.

The State Board of Vocational Technical Education requests information and comments concerning the subject matter of these rules. Interested or affected persons may submit written statements of information or comment orally. Written comments should be addressed to:

Ms. Glenda Moyers
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-9444

Ms. Georgia Pomroy
State Board of Vocational
Technical Education
100 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
(612) 296-3929

Oral Statements will be received during regular business hours over the telephone at (612) 296-3929 or in person at the above address.

All statements of information and comments shall be accepted until 4:30 p.m., Tuesday, March 14, 1989. Any written material received by the State Board of Vocational Technical Education shall become part of the record to be submitted to the Attorney General or Administrative Law Judge in the event the rule is adopted.

Helen Henrie, Deputy Director
State Board of Vocational
Technical Education

State Contracts and Advertised Bids

Pursuant to the provisions of Minn. Stat. § 14.10, an agency must make reasonable effort to publicize the availability of any services contract or professional and technical services contract which has an estimated cost of over $2,000.

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over $10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

Commodities contracts with an estimated value of $15,000 or more are listed under the Procurement Division, Department of Administration. All bids are open for 7-10 days before bidding deadline. For bid specifics, time lines, and other general information, contact the appropriate buyers whose initials appear in parentheses next to the commodity for bid, by calling (612) 296-6152.

Department of Administration: Materials Management Division

Contracts and Requisitions Open for Bid

Call 296-2600 for information on a specific bid, or to request a specific bid.

Commodity: Photographic equipment
Contact: Joan Breisler 612-296-9071
Bid due date: February 15
Agency: Southwest State University
Deliver to: St. Cloud
Requisition #: 26073 20902

Commodity: Spotlight
Contact: Joan Breisler 612-296-9071
Bid due date: February 15
Agency: Southwest State University
Deliver to: Marshall
Requisition #: 26175 09347

Commodity: Specialty gases
Contact: Don Olson 612-296-3771
Bid due date at 2pm: February 15
Agency: Various
Deliver to: Various
Requisition #: Price Contract

Commodity: Repair parts-Kuhn mowers
Contact: Dale Meyer 612-296-3773
Bid due date at 2pm: February 15
Agency: Various
Deliver to: Various
Requisition #: Price Contract

Commodity: Tow groundmaster 72" self-propelled mower
Contact: Mary Jo Bruski 612-296-3772
Bid due date: February 16
Agency: State University
Deliver to: Mankato
Requisition #: 26071 18470

Commodity: Upgrade to IGDS computer system
Contact: Joan Breisler 612-296-9071
Bid due date at 2pm: February 16
Agency: Transportation Department
Deliver to: St. Paul
Requisition #: 79000 93984

In the Matter of the Proposed Adoption of the Rule of the State of Minnesota, State Board of Vocational Technical Education Governing Licensure Criteria: Postsecondary Vocational Technical Education, Minnesota Rules 3700.1100, Financial Aid Administrator

AFFIDAVIT OF MAILING THE NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING AND CERTIFICATE OF MAILING LIST

STATE OF MINNESOTA]
] ss.
COUNTY OF RAMSEY]

LeAnn R. VanDorsten, being sworn says:

I hereby certify that the list of persons and associations who have requested, pursuant to Minnesota Statutes, sections 14.14, subdivision 1a and 14.22 or 14.30, that their names be placed on the State Board of Vocational Technical Education rulemaking mailing list is accurate, complete and current as of this 15th day of February, 1990.

That on the 15th day of February, 1990, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notice of Intent to Adopt A Rule Without a Public Hearing for Financial Aid Administrator Rules 3700.1100 by depositing in the State of Minnesota Central Mail System for United States mailing, a copy thereof, with postage prepaid, to all persons and associations on the aforementioned mailing list.

LeAnn R. VanDorsten
[Name]

Executive I
[Title]

Subscribed and sworn to before me
this 15 day of Feb., 1990.

Willard E. Dague Jr.

Willard E. Dague, Jr.
NOTARY PUBLIC — MINNESOTA
ANOKA COUNTY
My commission expires 11-21-91

9920FAA

RULE MAKING MAILING LIST
~~11/4/88~~ ~~2-14-89~~ ~~3-29-89~~ ~~6-8-89~~
2-11-89 ~~9-6-89~~

John Banks
Rochester Public Schools
615 SW Seventh Street
Rochester, MN 55092

Larry Fraser
Hutchinson Technical Institute
200 Century Avenue
Hutchinson, MN 55350

Lydell Taylor
St. Cloud Area Learning Center
309 North 12 Street
St. Cloud, MN 55301

Thomas R. Braun
Internship Director
101 Headley Hall
St. Cloud State University
St. Cloud, MN 56301

Gary R. Callister
Northfield High School
1400 South Division Street
Northfield, MN 55057

William H. Kemp
College of Industry
St. Cloud State University
St. Cloud, MN 56301

Gary Engberg
Northeast Metro TI
3300 Century Avenue North
White Bear Lake, MN 55110

William R. Lundell
456 W. Bay View Drive
Roseville, MN 55113

William R. Force
14445 Diamond Path
Rosemount, MN 55068

Stephanie Meinke
Farmington High School
800 Denmark Avenue
Farmington, MN 55024

James W. Hinck, Director
Carver-Scott Cooperative Ctr
401 East Fourth Street
Chaska, MN 55318

Cliff Helling
ISD #281
4701 Zealand Avenue North
New Hope, MN 55428

Clinton C. Kasma
Hopkins School Distrist #270
1001 Highway 7
Hopkins, MN 55343

Donna Barnes
Executive Director
Minnesota Vocational Assoc.
3554 White Bear Avenue
White Bear Lake, MN 55110

Linda Zahradka
Northeast Metro TI
3300 Century Avenue North
White Bear Lake, MN 55110

Mary W. Hallquist
Home Economics Department
Concordia College
Moorhead, MN 56560

Rolf W. Parsons
Northeast Metro TI
3300 Century Avenue North
White Bear Lake, MN 55110

June C. Roos
St. Cloud Technical Institute
1540 Northway Drive
St. Cloud, MN 56301

Rollie Boldt
Thief River Falls TI
Highway One East
Thief River Falls, MN 56701

Karen O'Brien, Director
Dakota Co. Vocational Center
1300 - 145 Street East
Rosemount, MN 55068

Ron McKeever
Dakota County TI
1300 - 145 Street East
Rosemount, MN 55068

Ronald J. Rubado, Director
Tri-County Co-op Center
Box 657
Grand Rapids, MN 55744

Lynn Steenblock
NISWI-NAYAWSHING Co-op Center
S. 13 Street & William
Montevideo, MN 56265

George VonDrashek
IDS 622
2055 E. Larpenteur Avenue
Maplewood, MN 55109

Ralph Miller
Martin County Vocational Center
900 Johnson Street
Fairmont, MN 56031

William Scherer
675 Southview Drive
Hutchinson, MN 55350

Gary McLean
University of Minnesota
420 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

RULE MAKING MAILING LIST
~~11/4/88~~ ~~11-14-89 3-29-89~~ ~~4-6-89~~ 12-11-89

Carl Montzka, Director
South Central Vocational Ctr
304 North Main
Blue Earth, MN 56013

Cliff Wiklund, Director
Duluth Vocational Education
Lake Avenue & Second Street
Duluth, MN 55802

Cathryn Odden
Control Data
8100 - 34 Avenue South
Minneapolis, MN 55440

Wade T. Swenson
Dept. of Industrial Studies
Moorhead State University
Moorhead, MN 56560

LeRoy G. Mackove
Superintendent
Osakis Public Schools
Osakis, MN 56360

Vernon A. Nordaune
Austin Public Schools
301 Third Street NW
Austin, MN 55912

Sister Johnetta Maher
College of St. Scholastica
1200 Kenwood Avenue
Duluth, MN 55811

Loretta Wolthuis
Home Economics Department
Mankato State University
Mankato, MN 56001

G. W. Nelson
St. Paul TI
235 Marshall Avenue
St. Paul, MN 55102

Glenn Cleveland
Burnsville High School
600 East Highway 13
Burnsville, MN 55337

Lynn Salisbury, Director
Oak Lane Vocational Center
430 NW Eighth Street
Cambridge, MN 55008

Dean Rolfs
Minneapolis Public Schools
807 Northeast Broadway
Minneapolis, MN 55413-2398

Marilou Henderlite
Mahtomedi High School
8000 - 75 Street North
St. Paul, MN 55115

Ilene Olson
Box 104
Rush City, MN 55069

Anthony J. Stauber
ISD #709
Lake Avenue & Second Street
Duluth, MN 55811

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University of Minnesota
320 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Jerome Moss, Jr.
University of Minnesota
425 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

David J. Pucel
University of Minnesota
R460 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Charles Hopkins
University of Minnesota
420 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Judith Lambrecht
University of Minnesota
420 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

David C. Bjorkquist
University of Minneosta
425 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Shirley Davis
Esko Public Schools
ISD #99
Esko, MN 55733

Stephen Miletich
University of Minnesota
425 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Richard Swanson
University of Minnesota
425 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

~~Clinton Bucher~~
~~343 - 24 Avenue NE~~
~~Minneapolis, MN 55418~~

~~David Reed, Director~~
~~Office of Policy Analysis~~
~~Department of Energy~~
~~9th Floor, American Center Bldg~~
~~INTER OFFICE~~

Sandi Emmerson
University of Minnesota
425 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Vernon A. Schultz, Supervisor
Special Education
St. Paul Schools
360 Colborne Street
St. Paul, MN 55102

Martin L. Snoke
University of Minnesota
139 Burton Hall
178 Pillsbury Drive
Minneapolis, MN 55455

Jim Mills, Coordinator
High School Vocational Center
Hutchinson, MN 55350

Robert Hall
Staples TI
Airport Road
Staples, MN 56479

Roger Lindroos, Director
Leaf River Valley Co-op
Box 644
Wadena, MN 56482

Ray Colvin
Mankato State University
Box 51
Mankato, MN 56001

Leo D. Morgan, Sr.
Winona State University
Winona, MN 55987

Roland Peterson
University of Minnesota
320 Vo Tech Building
1954 Buford Avenue
St. Paul, MN 55108

Doris Frace
Bloomington Education Centers
8900 Portland Avenue South
Bloomington, MN 55420

Jim Gregar
Mankato State University
Box 51
Mankato, MN 56001

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MN Assoc of Secondary School
Principals
1910 W. County Road B, #109
Roseville, MN 55113

Kenneth V. Bresin
Minnesota Education Association
41 Sherburne Avenue
St. Paul, MN 55103

David W. Carroll
Staples TI
Airport Road
Staples, MN 56479

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Headley Hall 205
St. Cloud State University
St. Cloud, MN 56301

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ISD 916
3300 Century Avenue North
White Bear Lake, MN 55110

Vernon M. Vick
Roseville Area Schools
1252 West County Road B2
Roseville, MN 55113

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Director of Vocational Educ.
ISD 14, 6000 W. Moore Lake Dr.
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Fran Dexter
Business Education Dept.
Moorhead State University
Box 241
Moorhead, MN 56560

W. D. Lindberg
Superintendent
Fertile School District #599
Fertile, MN 56540

Vern Thoreson
Vocational Director
Minnetonka High School
18301 Highway 7
Minnetonka, MN 55345

Gerrie Driessen
Secondary Vocational Director
11299 Hanson Boulevard NW
Coon Rapids, MN 55433

Ellsworth R. Holm
Jefferson Sr. High School
Alexandria, MN 56308

Darrell J. Bormann
Faribault Senior High School
3300 Southwest Ninth Avenue
Faribault, MN 55021

Rose K. Reban
Business Education Dept.
St. Cloud State University
St. Cloud, MN 56301

Murray Turner, Director
Pine to Prairie Co-op Center
Red Lake Falls, MN 55092

Joleen Durken
732 Capitol Square Building
INTER OFFICE

Dr. D. Hedtke
Assistant Vocational Director
ISD 623
15 East County Road B2
St. Paul, MN 55117

Loren Boyum
Mid State Educational Co-op
100 SE 11 Street
Little Falls, MN 56345

Lynn Falk
Bemidji State University
Hickory Hall 25
1500 Birchmont Drive
Bemidji, MN 56601-2699

David Hamilton
Bemidji State University
Hickory Hall 24
1500 Birchmont Drive
Bemidji, MN 56601-2699

Stanley Sjodahl
Finlayson Independent School
6495 Lake Street
Finlayson, MN 55735

David R. Johnson
University of Minnesota
Pattee Hall - Room 6
150 Pillsbury Drive SE
Minneapolis, MN 55455

Paul Buzay
Anoka Technical College
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Anoka, MN 55303

Chuck Husker
9248 Yukon
Bloomington, MN 55438

State of Minnesota

STATE REGISTER

Department of Administration—Print Communications Division



Rules edition

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Pages 2039-2074

Interagency Resource and
Information Center
501 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101

A. the date of the test;

B. the specific location of the pipeline or pipeline section to be tested, including a suitable map of the route of the pipeline; and

C. the results of the test.

State Board of Vocational Technical Education

Proposed Permanent Rules Relating to License for Financial Aid Administrator

Notice of Intent to Adopt a Rule without a Public Hearing

NOTICE IS HEREBY GIVEN that the State Board of Vocational Technical Education intends to adopt the above-entitled rule without a public hearing following the procedures set forth in the Administrative Procedure Act for adopting rules without a public hearing in *Minnesota Statutes*, Section 14.22 to 14.28. The statutory authority to adopt the rules is *Minnesota Statutes* 136C.04, Subdivision 9.

All persons have 30 days until 4:30 p.m., 23nd day of March, 1990, in which to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for comment, and any change proposed.

Any person may make a written request for a public hearing on the rule within the 30-day comment period. If 25 or more persons submit a written request for a public hearing within the 30-day comment period, a public hearing will be held unless a sufficient number withdraw their request in writing. Any person requesting a public hearing should state his or her name and address, and is encouraged to identify the portion of the proposed rule addressed, the reason for the request, and any change proposed. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, Sections 14.131 to 14.20.

Comments or written requests for a public hearing must be submitted to either:

Jeanette Daines, Supervisor
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0679

Georgia Pomroy, License Revision Specialist
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0680

The proposed rule may be modified if the modifications are supported by data and views submitted to the agency and do not result in a substantial change in the proposed rule as noticed.

A copy of the proposed rule is attached to this notice.

A STATEMENT OF NEED AND REASONABLENESS that describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule has been prepared and is available from Jeanette Daines or Georgia Pomroy at the above address and phone, upon request.

If no hearing is required, upon adoption of the rule, the rule and the required supporting documents will be submitted to the Attorney General for review as to legality and form to the extent the form relates to legality. Any person may request notification of the date of submission to the Attorney General. Persons who wish to be advised of the submission of this material to the Attorney General, or wish to receive a copy of the adopted rule must submit the written request to either:

Jeanette Daines, Supervisor
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0679

Georgia Pomroy, License Revision Specialist
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: 612-296-0680

Helen Henrie, Interim State Director
Minnesota Technical College System

Rules as Proposed (all new material)

3700.1100 FINANCIAL AID ADMINISTRATOR.

Subpart 1. **License required.** A person must be licensed as a financial aid administrator under this part if the person is responsible for any of the activities listed in this subpart:

A. serving as a primary resource person on financial aid and providing information on financing higher education to current and prospective students, parents, secondary counselors, social service agencies, and technical institute staff members;

B. completing all institutional applications and reports for program participation required by the institute, the state and federal government, or other agencies;

C. interpreting state and federal regulations for the development of policies and procedures in administering financial aid programs and services;

D. establishing uniform procedures and standards for the awarding and disbursing of financial aid and the monitoring of student academic progress;

E. complying with federal, state, and local audit requirements for financial aid administrators;

F. coordinating the integration of agency funding into the awarding process; and

G. developing forms and brochures providing student consumer information regarding applications and rights and responsibilities, as well as all documents necessary for program management.

Subp. 2. **Other requirements.** The applicant must meet the requirements in part 3700.0100, except that the applicant need not comply with part 3515.1400, items A to D.

Subp. 3. **Educational and occupational experience requirement.** An applicant for a license as financial aid administrator must meet the requirements listed in item A, B, C, or D. The education must be from an accredited postsecondary institution.

A. 4,000 hours of verified occupational experience as a financial aid office administrator/director and a bachelor's or higher degree with a major in educational counseling and guidance, postsecondary student personnel administration, federal aid administration, or business administration.

B. 6,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director and a two-year program or a program of 90 or more quarter credits or associate degree in financial aid assistant.

C. 8,000 hours of verified occupational experience as a financial aid administrator/director.

D. 8,000 hours of verified occupational experience providing administrative support to a financial aid administrator/director, and 60 hours of beginning or intermediate student financial aid administration workshops sponsored by professional national, state, or regional financial aid administrator associations or 15 quarter credits in student financial aid and administration theory and practice.

Subp. 4. **Initial renewal requirements.** An applicant must submit verification of completion of philosophy of vocational education and an approved human relations course before the applicant's first license renewal.

Subp. 5. **Conversion of current financial aid officers.**

A. A current financial aid officer license converts to a financial aid administrator license on the effective date of this part and upon the next renewal the applicant's license will indicate financial aid administrator.

B. Applicants verifying one year of experience within a Minnesota technical institute performing the duties listed in part 3700.0350, subpart 1, within five years before the effective date of this part are eligible for a license as a financial aid administrator.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

CERTIFICATE OF THE STATE OF MINNESOTA
STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

AUTHORIZING RESOLUTION FOR ADOPTION OF A RULE WITHOUT A PUBLIC HEARING

I, F.B. DANIEL, do hereby certify that I am a member and the President of the State Board of Vocational Technical Education, a Board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the State Board of Vocational Technical Education, duly and properly called and held on the 10th day of APRIL, 1990, that a quorum was present, and that a majority of those present voted for the resolution which has not been rescinded or modified.

"RESOLVED, that the rules relating to Postsecondary Licensure Criteria, for Financial Aid Administrator rule 3700.1100 is approved and adopted, pursuant to authority vested in the State Board of Vocational Technical Education by Minnesota Statutes 136C.04, Subdivision 9. Helen Henrie, Interim State Director of the State Board of Vocational Technical Education, is authorized to sign the Findings of Fact, conclusions and order adopting the rule and further is authorized to modify the rule if necessary to obtain the approval of the rule by the Attorney General and to perform the necessary acts to provide that the rule shall have the force and effect of law."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 12th day of APRIL, 1990.

F.B. Daniel

Officer of the Board

Jo Ann Cardenas Enos

Attest by one other Board member

9925FAA

Minnesota Technical College System

State Board of Vocational Technical Education
Capitol Square Building 550 Cedar Street St. Paul, MN 55101

Campus Locations

ALBERT LEA
ALEXANDRIA
ANOKA
AUSTIN
BEMIDJI
BRAINERD
BROOKLYN PARK
CANBY
DETROIT LAKES
DULUTH
EAST GRAND FORKS
EDEN PRAIRIE
EVELETH
FARIBAULT
GRANITE FALLS
HIBBING
HUTCHINSON
JACKSON
MANKATO
MINNEAPOLIS
MOORHEAD
PINE CITY
PIPESTONE
RED WING
ROCHESTER
ROSEMOUNT
ST. CLOUD
ST. PAUL
STAPLES
THIEF RIVER FALLS
WADENA
WHITE BEAR LAKE
WILLMAR
WINONA

May 7, 1990

Mr. Chuck Hausker
9248 Yukon Avenue South
Bloomington, MN 55438

Dear Mr. Hausker:

RE: Notice of Submission to the Attorney General

In response to your request dated April 11, 1990, our office is notifying you of submission of a rule adopted without a public hearing, Financial Aid Administrator, Rule 3700.1100, to the Office of the Attorney General. The required notice in enclosed.

Sincerely,

Georgia Pomroy (clw)

Georgia Pomroy
License Revision Specialist
(612) 296-0680

GP/lrv
HAUSKER

Enclosure

An Equal Opportunity EDUCATOR and EMPLOYER

STATE OF MINNESOTA
STATE BOARD OF VOCATIONAL TECHNICAL EDUCATION

In the Matter of the Proposed Adoption of the Rule of the State of Minnesota Governing Rules Relating to Postsecondary Vocational Licensure of Teachers Financial Aid Administrator, Rule 3700.1100

NOTICE OF SUBMISSION OF RULE ADOPTED WITHOUT PUBLIC HEARING TO THE ATTORNEY GENERAL

Pursuant to your request and in accordance with Minnesota Statutes, section 14.26:

PLEASE TAKE NOTICE that the above-captioned rule as adopted has been submitted to the Office of the Attorney General on the date of this notice, May 7, 1990, for review as to legality and form to the extent form relates to legality. The proposed rule, the rule as adopted, all the notices, the Statement of Need and Reasonableness, all written comments and requests for a hearing received, and other required documents also have been submitted to the Attorney General.

The rule must be approved or disapproved by the Attorney General within 14 calendar days of the date of submission to the attorney general. You may submit written comments to the attorney general on the legality of the rule. Any written comments must be submitted within eight calendar days of the date of submission of the rule to the Attorney General. Your comments must address only the issue of legality of the rule or the legality of the specific parts or subparts of the rule. The attorney general standards for review are set forth in Minnesota Rules, part 2010.1000. You may receive a copy of the attorney general decision upon written request to the attorney general. Your comments or requests for the decision must be directed to:

Patricia Nolte
Office of the Attorney General
525 Park, Suite 500
St. Paul, Minnesota 55155
612-296-0542

Any written comments submitted to the Attorney General must be submitted simultaneously to:

Jeanette Daines, Supervisor OR
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Georgia Pomroy, License Revision Specialist
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Helen Henrie
Interim State Director

Dated: May 7, 1990

9940.FAA

APR 12 1990

April 11, 1990

Georgia Pomroy, License Revision Specialist
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Dear Georgia:

Will you please appraise me of the date of submission to the Attorney General of the Financial Aid materials. Also, will you appraise me as soon as you know of the approval by that office and thus the effective date.

Thank you for all of your hard work and your patience with me.

Yours truly,

Chuck Hausker

Chuck Hausker
9248 Yukon Ave. South
Bloomington, MN 55438

CH/gk

In the Matter of the Proposed Adoption of the Rule of the State Board of Vocational Technical Education Governing Licensure Criteria: Postsecondary Vocational Technical Education Financial Aid Administrator, Rule 3700.1100

AFFIDAVIT OF MAILING THE NOTICE OF SUBMISSION OF RULE ADOPTED WITHOUT A PUBLIC HEARING TO THE ATTORNEY GENERAL

STATE OF MINNESOTA]
] ss.
COUNTY OF RAMSEY]

LeAnn R. VanDorsten, being sworn says:

That on the 7th day of May, 1990, at the City of St. Paul, County of Ramsey, State of Minnesota, I mailed the attached Notice of Submission to the Attorney General by depositing in the State of Minnesota Central Mail System for United States mailing a copy thereof, with postage prepaid, to all persons and associations who requested notice that the rule in the above-entitled matter has been submitted to the Attorney General.

LeAnn R. VanDorsten
[Name]

Executive I
[Title]

Subscribed and sworn to before me
this 7th day of May, 1990.

Caroline E. Wisniewski

9945FAA

CAROLINE E. WISNIEWSKI
NOTARY PUBLIC-MINNESOTA
DAKOTA COUNTY
MY COMMISSION EXPIRES MARCH 28, 1991

In the Matter of the Adoption of the
Rule of the State Board of Vocational
Technical Education Governing 3700.1100
Postsecondary Vocational Licensure,
Financial Aid Administrator

DECLARATION OF COUNSEL

I Charles T. Mottl, Assistant Attorney General, do hereby declare that I have examined the above captioned rule, and the supporting rulemaking record, and that, based on my examination, the Administrative Procedure Act and Minnesota Rules, chapter 2010 have been followed. Any exceptions are listed below. For Attorney General billing purposes, the four-digit docket client code is 0831.

Charles T. Mottl
Assistant Attorney General

Dated: 4/30/90

9935FAA

File

STATE OF MINNESOTA

OFFICE OF THE ATTORNEY GENERAL

HUBERT H. HUMPHREY, III
ATTORNEY GENERAL

GOVERNMENT SERVICES SECTION
525 PARK STREET
SUITE 500
ST. PAUL, MN 55103
TELEPHONE: (612) 297-2040
FACSIMILE: (612) 297-2576

May 21, 1990

Mr. Charles J. Hausker
9248 Yukon Avenue South
Bloomington, MN 55438

Re: Permanent Rules Relating to License for Financial Aid Administrator

Dear Mr. Hausker:

This letter is written to inform you that the Attorney General's Office approved as to legality the above-referenced rule on May 21, 1990.

Very truly yours,

Charlene Hatcher

CHARLENE HATCHER
Special Assistant
Attorney General

Telephone: (612) 296-9422

CH:vpd

cc: Ms. Georgia Pomroy
License Revision Specialist
Minnesota Technical College System
100 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101

Equal Opportunity Employer

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file

May 9, 1990

Patricia Nolte
Office of the Attorney General
525 Park, Suite 500
St. Paul, Minnesota 55155

Dear Ms. Nolte:

I wish to express my support of approval for Rule 3700.1100, Financial Aid Administrator. I do not see any problems with the legality of the rule.

Please send me a copy of the attorney general decision as soon as it is available.

Sincerely,

Charles J. Hausker

Charles J. Hausker
9248 Yukon Ave. South
Bloomington, MN. 55438

cc Georgia Pamroy
License Revision Specialist
Minnesota Technical College System
100 Capital Square Building
550 Cedar Street
St. Paul, MN 55101

CJH/gk

RECEIVED

MAY 11 1990

Office of the Attorney General
Government Services Section
Capitol Office Bldg., Suite 500
525 Park Street
St. Paul, MN 55103