Submission Information

Date: 08/21/08 **Name:** Dan Bauman

Company Name: The Chronicle of Higher Education

Address: 1255 23rd Street NW, Seventh Floor, Washington, DC, 20015 Phone Number:

2024661201

Email: dan.bauman@chronicle.com

Request:

August 21, 2018

OPEN RECORDS REQUEST Fee benefit requested

Hello,

Under this state open records laws, I request that a copy of the following records (or records containing the following information) be e-mailed to me at dan.bauman@chronicle.com:

1. The Chronicle requests an electronic copy of a salary/wage/compensation dataset/database for all employees who earned compensation from:

Quinsigamond Community College

The Chronicle requests the salary/wage/compensation dataset(s)/database(s) encompassing the three (3) most recently completed reporting periods (either fiscal or calendar year).

For instance, at this date, if your institution tracks compensation on fiscal-year basis, and the most recent and available "fully completed"

datasets/databases span fiscal years 15-16, 16-17, 17-18, we request those records. On the other hand, if your institution records compensation on calendar year basis, and the most recent and available "fully completed"

datasets/databases span calendar year 2015, 2016 and 2017, we request those records.

*When you send us this dataset(s)/database(s), please note over which periods these records span.

If possible, these dataset(s) should contain, but not be limited to, the following fields:

- employee name (or first, last, and middle in separate fields)
- iob code
- iob title
- full or part time indicator (or FTE number of hours per week)
- department
- bargaining unit
- campus location (or address)
- college location
- compensation frequency
- compensation rate
- original hire date

- most recent hire date
- appointment type
- appointment term
- tenure flag
- tenure track flag
- actual regular earnings
- actual overtime earnings
- actual other earnings
- actual total earnings
- employee ID
- employee type (such as temporary, regular, seasonal, permanent, student, etc.)
- current status (such as active, inactive, resigned, retired, layoff, terminated, discharged)
- *If possible, I request that these records be provided in an electronic format. If applicable, I request the records be provided in such a way that they can be ingested into open-source software.
- *And If possible, I request that these records be provided in an electronic format that can be imported into standard database software, such as Excel, Access or SQL open-source software. If that is not possible, I request that this data be supplied in a common electronic form using delimited text file(s), such as tab-delimited or comma-delimited.
- *I am also requesting any lookup tables, field layouts code sheets or other documents needed to interpret the data, if applicable.
- *I would prefer the request be filed electronically, by e-mail attachment if possible or CD-ROM if not. Please send all requested items via email to dan.bauman@chronicle.

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If there will be a cost for processing this request, please contact me in advance. I would like an itemized list of the request costs, including the number of hours expected to produce the file and the hourly rate of the employee who would be doing the work.

I am a representative of the news media seeking information as part of a news gathering effort and not for commercial use. This information is being sought on behalf of The Chronicle of Higher Education, a newspaper and news website based in Washington, DC, to inform the public. As such, I request a fee benefit.

If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the act. I will also expect you to release all segregable portions of otherwise exempt material. I, of course, reserve the right to appeal your decision to withhold any information or to deny a waiver of fees.

As I am making this request as a journalist and this information is of timely value, I would appreciate your communicating with me by telephone, rather than by mail, if you have questions regarding this request.

Thank you for your assistance.

Sincerely,

Dan Bauman
Data Reporter, The Chronicle of Higher Education
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Washington, D.C. 20037
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dan.bauman@chronicle.com