

# NORTHWESTERN Banker Newsletter

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## Ideas for Personnel Management

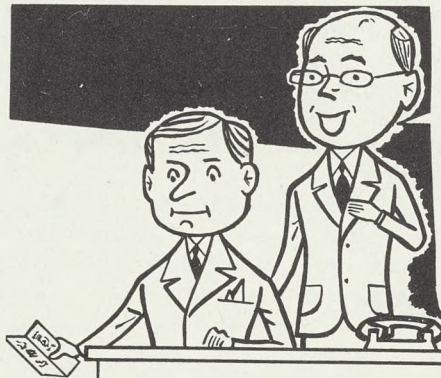
If you're a typical bank employee, here's what you're probably looking for in your job, Bank Administration Institute reports:

- An opportunity to do responsible, interesting work.
- A feeling of identification with the "team."
- Fair and equal treatment.
- Economic and emotional security.
- Knowledge of what's going on.

An occasional pat on the back also is a welcome gesture, according to the national banking organization's newly published *Bank Personnel Administration: A Basic Plan*.

The 200-page manual, written to assist bank personnel officers, particularly those in smaller banks, offers additional recommendations for harmonious personnel management:

1. Formulate written personnel policies that are fair and manageable.
2. Create a good first impression when interviewing a prospective job applicant. It often determines whether he will return when he needs counsel for personal or job problems.



3. Understand and comply with state and federal regulations regarding equal employment practices and affirmative action programs.

4. Reinforce the bank's policy of promoting from within by posting notices of job openings, permitting employees to "bid" for new openings.

5. Implement an orientation program that continues until the new employee is at ease, trained, and fully productive.

6. Develop a training philosophy and a basic training plan, designed to get a person to do a job correctly, quickly, and conscientiously.

7. Develop a formal plan for salary administration.

8. Have a reasonably formalized procedure for handling grievances, documenting the nature of the complaints and action taken.

9. Maintain a constructive relationship with the first-line supervisor, because the personnel program gets its daily test, succeeds or fails, at the supervisory level.

10. Care about people and let it show.

BAI's new personnel publication covers the essential principles and practices of good personnel administration. It sets forth a basic plan of bank personnel administration, stressing practical, useful information in contrast to theoretical approaches to employee relations.

The test is supported by examples of existing personnel policies, checklists, charts, and forms used in the personnel function. Considerable attention is devoted to job classification, with illustrations listing grades and titles of jobs common to most banks, job descriptions, and the salary structure for each job. A job measurement guide is also included.

Copies have been mailed to BAI members without charge as part of their annual dues. Cost of the manual is \$15 (\$7.50 to members).

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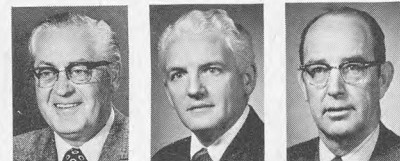
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### Iowa News

**APLINGTON:** The State Savings Bank held an open house to celebrate its newly remodeled facilities on Monday, July 14. Approximately 600 people attended, according to Gary A. Larson, executive vice president.

**AURELIA:** First Trust & Savings Bank has announced the following officer elections: C. M. Johnson, executive vice president and Duane Gaudian, vice president and cashier.

**CHELSEA:** Chelsea Savings Bank has filed an application for permission to move its main office to the intersection of 13th Street and Highway 212 in Belle Plaine and to establish an office at Chelsea.

**CRESCO:** Cresco State Bank has changed its name to Cresco National Bank. In conjunction with the change, an additional \$250,000 of capital stock has been sold, according to Jerry Weasmer, executive vice president.

**DECORAH:** Jerry Gipp, 30, has joined the Security Bank and Trust Co. and has begun training to become the bank's loan officer.

**JESUP:** Farmers State Bank's application for consent to establish an office at 210 South 3rd Street in Raymond has been approved.

**SIOUX CITY:** Representative Berkley Bedell (D., Ia.) is bringing in Representative Henry Reuss (D., Wis.), chairman of the House Banking, Housing and Currency Committee, for a special meeting here August 18. The meeting will be held at the Sioux City Hilton Inn on the Plaza starting about 1 p.m. and ending about 4 p.m. Rep. Reuss will address bankers in attendance on his perspective out of Washington. Following his address will be a two hour question and answer session.

**SIOUX CITY:** Lois Boone has been elected customer service officer of Security National Bank. She has been with the bank for eight years.

**SPENCER:** John W. Rahn has been elected president of Spencer National Bank, succeeding Walter Kriens who will continue as chairman of the board. Mr. Rahn joined the bank in June of 1974.

**STORM LAKE:** L. A. Tymeson, president of The Commercial Trust & Savings Bank, has announced the following promotions: Dale L. Martin and James L. Tymeson, vice presidents; David G. Hadden, cashier, and Dan Siefer, assistant cashier.

### Nebraska News

**KEARNEY:** Platte Valley State Bank has announced the following

promotions: Barry Belden, Douglas Obermiller and Chris Richardson, assistant vice presidents; Bruce Duba and Bonnie Roland, assistant cashiers, and W. D. Richardson, trust officer in addition to his position as executive vice president.

**LINCOLN:** Three guest speakers will address the opening session of the 15th Annual Correspondent Banking Conference of First National Lincoln on September 19. They are Pierre Rinfret, noted economist who addressed last year's meeting; Martin Mayer, author of "The Bankers," and Nancy Steorts, special assistant for consumer affairs to the U. S. Secretary of Agriculture. A panel of four men will discuss "Cattle Grain and Profit" on Saturday.

### Minnesota News

The following banks have increased their capital by sale of new stock: Northwestern State Bank of Dawson from \$225,000 to \$525,000; Security State Bank of Hector from \$75,000 to \$275,000; First State Bank of New London from \$110,000 to \$165,000; and Tri-County State Bank of Ortonville from \$275,000 to \$350,000.

**AUSTIN:** The First National Bank has elected William Strausburg senior vice president. Mr. Strausburg comes to Austin from the Midland National Bank of Billings,

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Mont., where he has served as vice president, commercial lending division, since 1973.

**BLOOMINGTON:** Howard H. Bastian has been named personal banking officer of Northwestern National Bank Southwest.

**ST. PAUL:** Northwestern National Bank has announced the promotion of David R. Warner to assistant vice president, commercial banking. Mr. Warner has been a commercial sales officer at Northwestern since 1972.

**VIRGINIA:** Doris M. Weiss has been promoted to assistant vice president of the Northwestern State Bank. She began her banking career in 1945.

### Illinois News

**CLARENDON HILLS:** Bank of Clarendon Hills has named Neil J. Koranda assistant vice president, according to Neal A. Anderson, bank president. Mr. Koranda formerly was loan officer.

**MARSHALL:** An application for a permit to organize The Marshall Bank, has been filed with Richard K. Lignoul, commissioner of banks and trust companies. The bank's capitalization of \$400,000 would consist of \$150,000 in both capital and surplus and \$100,000 in reserve. Organizers are Arthur J. Welsh, Dennison; Burton M. Cline, Samuel T. Deahl, S. W. Grotenhuis, Martin Tarble, all of Marshall.

### BAI Employee Benefit Planning Seminar

A new seminar on "Employee Benefit Planning" is scheduled for September 3-5 at the Bank

# Don Carmody,



## Assistant Vice President

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Administration Institute Headquarters in Park Ridge, Ill. This program is intended to assist banks in getting more results from increasing benefit plan costs and to clarify recent legislation affecting employee benefits.

Limited to 60 participants, this event is particularly suitable for personnel officers and comptrollers.

Further information may be obtained from BAI's education division, P. O. Box 500, Park Ridge, Ill. 60068.

### Prime To 7¾ %

A 7¾% prime rate became industry-wide as the nation's big banks boosted their rates from 7½%, following the lead of First National City Bank. The move was seen as an attempt by banks to maintain profit margins in the face of rising money costs.

## Convention Calendar

Sept. 21-24—ABA Bank Card Convention, Americana Hotel, Bel Harbour, Fla.

Sept. 21-24—ABA Supervisory Training Workshop, Continental Plaza, Chicago.

Oct. 4-8—ABA 101st Annual Convention, New York.

Oct. 26-29—Iowa Bankers Association 89th Annual Convention, Hilton Inn, Des Moines.

### Wyoming News

**RIVERTON:** Ron Davis, formerly a vice president and cashier of the First National Bank here, will return on September 1 as senior

vice president. He most recently served as vice president of the First National Bank of Wheatland. Retiring September 1 is Gerry Heckart, the bank's executive vice president.

### South Dakota News

**HARTFORD:** Community Bank observed its fiftieth anniversary in July, according to N. F. Van Vleet, president. The bank opened for business on July 15, 1925.

**MILBANK:** Dakota State Bank has increased its capital stock from \$150,000 to \$200,000.

**PIERRE:** Jay Nagel has been appointed personal loan officer, instalment loan department, The Pierre National Bank.

### North Dakota News

**COOPERSTOWN:** The First State Bank has increased its capital stock from \$100,000 to \$200,000 by stock dividend.

**FARGO:** Fargo National Bank and Trust Company has announced the promotions of Del Herrmann from



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Federal Reserve Bank of St. Louis

auditor to operations officer and Dave Redmann from assistant auditor to auditor.

**HAZEN:** Union State Bank has increased its capital stock from \$100,000 to \$200,000 by stock dividend.

**OAKES:** Marvin V. Hein, assistant vice president of the First National Bank, has been elected to the board of directors, according to John R. Breitbach, president. Mr. Hein fills the vacancy created by the resignation of Robert Larson. He joined the bank in 1960.

### Montana News

**BILLINGS:** Howard E. Vralsted has been named assistant vice president and trust officer of the First National Bank. He formerly was trust officer at Northwestern Bank and Union Trust Company in Helena, a First National affiliate.

### Colorado News

**DENVER:** Victor Manuel Rivera, director of the U. S. Small Business Administration's district office in New York, has been appointed director of SBA's region VIII operations with headquarters here.

**GREELEY:** George B. Acker has been elected executive vice president of the First National Bank, effective September 1. He formerly was senior lending officer in charge of the loan portfolio for the First National Bank of the Black Hills in Rapid City, S. D.

**LAKESWOOD:** John G. Seberg has been elected executive vice president of United Bank of Lakewood.

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### WANTED

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### POSITION WANTED

Person, age 35, with 8 years experience in loans and sales finance and held licenses for insurance sales and investment notes in Nebraska for years 1973-74. References available. Will relocate--preferably in southeastern Nebraska area. Married and 2 children. Write Box MFK, c/o NORTHWESTERN BANKER, 306 15th Street, Des Moines, Iowa 50309.

### BANKS FOR SALE

\$12MM assets, 65%, 800,000, S. Ind. —  
 \$13MM assets, 88%, 1,150,000, W. Ill. —  
 \$40MM assets, 51%, 2,950,000, Ill. —  
 \$50MM assets, 51%, 3,900,000, Ind. —  
 \$5MM assets, 70%, 580,000, Ill. —  
 \$9MM assets, 60%, 859,000, Ill. — "Ray E. Reents", Broker, 2730 S. MacArthur, Springfield, Ill. 62704.

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