

SHRM Sentinel

Jayhawk Chapter—Lawrence, KS #486



MARCH 2006

AFFILIATE OF



Inside this issue:

President's Message	1
• Membership	2
• Certification	
• Recognition & Networking	
• Member Survey	
March 14 Meeting	3
Employee Handbook Review	
By: Hunter Lott	
SHRM Code of Ethical and Professional Standards	4
Promote Your Own Personal Growth & Motivation	6
Legislative Affairs—WHIP Act	7
Board Meeting Minutes for February 10, 2006	8
BOD and Committee Chairperson Contact Information	10

President's Message



Spring begins this month and the Jayhawk Chapter is busy planning for when the breeze gets warmer and the days last longer.

One of the events that I am very excited about is the full day SHRMinar on **Thursday, April 6th**. Dr. Cal LeMon has been retained to present two very interesting topics for us at the Arts Center in downtown Lawrence. I encourage everyone to attend this special event.

Dr. Cal LeMon is an excellent speaker and according to SHRM, has been designated among the "Ten Best Speakers in America." He has had columns regularly appear in USA Today, HR Magazine and the journal Employment Relations Today. This nationally acclaimed speaker has, in the last 18 years, been providing audiences with "content that makes sense and a style that makes listening easy." Last year some of you may recall he enthralled us with his insights and humorous presentation style in "How to Dance With Difficult People." From your feedback at that meeting, we knew we needed to invite him back for a full day experience.

The April 6th SHRMinar will be held downtown at the Arts Center where we have a seating capacity of 300 participants. Plenty of room to bring your managers, supervisors and team lead-

ers with you as the subject matters are relevant not only to HR professionals but to all work place leaders. Topics include:

Developing Leaders: *Building the 14 Carrot Gold Organization*

Having trouble motivating staff, even after you give them a raise? Using the latest data and research on workplace motivation Dr. LeMon will share with us 14 non-money motivators that can be used in any work environment.

Increasing Productivity: *Extraordinary Service from Extraordinary People*

Approximately 73% of the economy is populated with organizations in the "service sector." Yet, service continues to be the most misunderstood and neglected skill dispensed today. This workshop promises to challenge the understanding and competence of even the most seasoned customer service agent.

Watch for registration materials online, at our chapter meeting or here in the newsletter. And get ready to start spring with a fresh perspective.

- Karen Reed, President

Quotes from Dr. LeMon's website <http://www.execenrichment.com/>

Membership

2006 Goal: 90 Members

Current Membership: 69

Help us meet our membership goals for 2006!

If you know someone who could benefit from membership in our organization, invite them to a meeting. If you do invite someone who isn't a member, please let me know by e-mailing me at Lori.MacDonald@AdeccoNA.com.

NEW MEMBER ORIENTATION— Our first new member orientation for 2006 went well. We had six new members attend. We will be holding another new member orientation at 11:15 am ... 15 minutes before the monthly Chapter Meeting begins at 11:30.

New member orientation is held downstairs at the Hereford House at 6th & Wakarusa (where we normally meet), and will start at 11:15 AM. If you are a new member and interested in attending orientation, please e-mail me no later than Friday, March 10, 2006 at Lori.MacDonald@AdeccoNA.com.

Also, if you are an existing member and just don't know much about our chapter, come join us at the new member orientation. Please let me know you're coming, by e-mailing me at Lori.MacDonald@AdeccoNA.com by Friday, March 10.

- Lori MacDonald, Vice President of Membership

Certification

Is obtaining your PHR/SPHR one of your 2006 goals? Are you planning on testing during the Spring testing window (May 1, 2006 - June 30, 2006)? If so, keep in mind that the last day to register without a late fee for the Spring testing window is **Friday, March 17th**. If you have questions about the certification process or how to get registered, log onto www.hrci.org for more information or contact Angela Fleming, Certification Director, at angela@firststateks.com.

- Angela Fleming, Certification Director

Recognition & Networking

The following individuals were recognized at February's meeting for earning their certification.

Elois Allan, SPHR	Linda Bastyr, PHR	Lori MacDonald, CSP
Kelly Calvert, SPHR	Marlo Cohen, PHR	
Lori Carnahan, SPHR	Karen Ledbetter, PHR	
Becky Gonzales, SPHR	Carol Rau, PHR	
Victoria Purvis, SPHR	Karen Reed, PHR	
Deborah Thompson, SPHR	Jeannine Wyatt, PHR	

- Carol Rau, Recognition & Networking

Member Survey

List all benefits and any other perks that your company offers to employees? What benefits are paid 100% by the company for the employee? What percentage does the employee pay for those benefits not paid by the company?

Medical Prescriptions Short Term Disability Day Care
 Dental Vision Long Term Disability Health Club Membership
 Life Insurance (Provide amount) Education Tuition Reimbursement (Amount)

What is your co-pay on medical office visits? What is your co-pay on prescriptions?

When are new employees eligible for medical coverage ... when are new employees eligible for the other benefits offered?

What benefits are available to part-time employees?

Submit information to abellerive@kinedyne.com by **March 22nd** and use **MEMBER SURVEY** as the subject in your email.

Results of survey will be provided in next month's newsletter.

Professional Development

March Meeting Information

*Cheryl White and Mary McKenzie
Vice President and Co-chair of Professional Development*

March 14, 2006

Meeting Details

"Employee Handbook Review"

Presented by: Hunter Lott
www.HunterLott.com



Tuesday
March 14, 2006
11:30 am to 1:00 pm

Hereford House
6th & Wakarusa
Lawrence, Kansas

*New Employee
Orientation*

With Lori MacDonald
11:15am—11:30am

This is a "working" meeting. Bring your employee handbook!

Plan to join us on **Tuesday, March 14, 2006** for an incredible opportunity to examine your existing employee handbook and get expert advice on updating its content.

Employee Handbook Review

Hunter Lott is a highly sought after speaker who captivates the audience with his humor and on-target expert advice.

Based in Lawrence, KS, Hunter is the founder of Encore Information Network. He is a partner in the Kansas City-based consulting firm HCap International. Hunter is a top ten rated speaker for the Society of Human Resource Management and an award-winning course leader for the American Management Association. His client list includes Anheuser-Busch, Milton Hershey School, TEC/The Executive Committee and the Drug Enforcement Administration. In addition, he has advised hundreds of small, growing businesses on simplifying, writing and implementing practical, safe company policies and procedures.

Reservations required.

Reserve your spot today! Go online to

www.jayhawkshrm.org or call our membership hotline at

(785) 843-5393; ext. 399.

Another fantastic reason to attend March's meeting—a FREE registration will be given away to one lucky member for the upcoming April 6th workshop featuring Dr. Cal LeMon!

SHRM Code of Ethical and Professional Standards in Human Resource Management

Core Principal

As HR professionals, we are responsible for adding value to the organizations we serve and contributing to the ethical success of those organizations. We accept professional responsibility for our individual decisions and actions. We are also advocates for the profession by engaging in activities that enhance its credibility and value.

Intent

- To build respect, credibility and strategic importance for the HR profession within our organizations, the business community, and the communities in which we work.
- To assist the organizations we serve in achieving their objectives and goals.
- To inform and educate current and future practitioners, the organizations we serve, and the general public about principles and practices that help the profession.
- To positively influence workplace and recruitment practices.
- To encourage professional decision-making and responsibility.
- To encourage social responsibility.

Guidelines

1. Adhere to the highest standards of ethical and professional behavior.
2. Measure the effectiveness of HR in contributing to or achieving organizational goals.
3. Comply with the law.
4. Work consistent with the values of the profession.
5. Strive to achieve the highest levels of service, performance and social responsibility.
6. Advocate for the appropriate use and appreciation of human beings as employees.
7. Advocate openly and within the established forums for debate in order to influence decision-making and results.

PROFESSIONAL DEVELOPMENT

Core Principle

As professionals we must strive to meet the highest standards of competence and commit to strengthen our competencies on a continuous basis.

Intent

- To expand our knowledge of human resource management to further our understanding of how our organizations function.
- To advance our understanding of how organizations work ("the business of the business").

Guidelines

1. Pursue formal academic opportunities.
2. Commit to continuous learning, skills development and application of new knowledge related to both human resource management and the organizations we serve.
3. Contribute to the body of knowledge, the evolution of the profession and the growth of individuals through teaching, research and dissemination of knowledge.
4. Pursue certification such as CCP, CEBS, PHR, SPHR, etc. where available, or comparable measures of competencies and knowledge.

ETHICAL LEADERSHIP

Core Principle

HR professionals are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct.

Intent

- To set the standard and be an example for others.
- To earn individual respect and increase our credibility with those we serve.

Guidelines

1. Be ethical; act ethically in every professional interaction.
2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
4. Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

FAIRNESS AND JUSTICE

Core Principle

As human resource professionals, we are ethically responsible for promoting and fostering fairness and justice for all employees and their organizations.

Intent

To create and sustain an environment that encourages all individuals and the organization to reach their fullest potential in a positive and productive manner.

Guidelines

1. Respect the uniqueness and intrinsic worth of every individual.
2. Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
3. Ensure that everyone has the opportunity to develop their skills and new competencies.
4. Assure an environment of inclusiveness and a commitment to diversity in the organizations we serve.
5. Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.
6. Regardless of personal interests, support decisions made by our organizations that are both ethical and legal.
7. Act in a responsible manner and practice sound management in the country(ies) in which the organizations we serve operate.

CONFLICTS OF INTEREST

Core Principle

As HR professionals, we must maintain a high level of trust with our stakeholders. We must protect the interests of our stakeholders as well as our professional integrity and should not engage in activities that create actual, apparent, or potential conflicts of interest.

Intent

To avoid activities that are in conflict or may appear to be in conflict with any of the provisions of this Code of Ethical and Professional Standards in Human Resource Management or with one's responsibilities and duties as a member of the human resource profession and/or as an employee of any organization.

Guidelines

1. Adhere to and advocate the use of published policies on conflicts of interest within your organization.
2. Refrain from using your position for personal, material or financial gain or the appearance of such.
3. Refrain from giving or seeking preferential treatment in the human resources processes.
4. Prioritize your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to relevant stakeholders.

USE OF INFORMATION

Core Principle

HR professionals consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision-making.

Intent

To build trust among all organization constituents by maximizing the open exchange of information, while eliminating anxieties about inappropriate and/or inaccurate acquisition and sharing of information

Guidelines

1. Acquire and disseminate information through ethical and responsible means.
2. Ensure only appropriate information is used in decisions affecting the employment relationship.
3. Investigate the accuracy and source of information before allowing it to be used in employment related decisions.
4. Maintain current and accurate HR information.
5. Safeguard restricted or confidential information.
6. Take appropriate steps to ensure the accuracy and completeness of all communicated information about HR policies and practices.
7. Take appropriate steps to ensure the accuracy and completeness of all communicated information used in HR-related training.

I wanted to share SHRM's Code of Ethical and Professional Standards in Human Resource Management with our members. It is an excellent reminder and review for all of us of the principles and code of ethics that the HR profession upholds. Source of information: www.shrm.org

- Ann Connor, Vice President of Communications

Promote Your Personal Growth & Motivation

Let 's say good-bye to the winter blahs and hello to spring—a season for growth and new adventures. Step out of your comfort zone and explore personal growth, set new goals, and get your life and work on a course that excites, motivates and fills your life with enthusiasm and fun. The HR profession demands so much focus helping to develop others that it is easy to neglect our own growth and motivational needs. You can promote your own personal growth, motivation and career development with some of the following ideas.

Guided Thinking Exercises

- List everything you 'd like to do in your lifetime. Your list can have several hundred items. (Your chosen lifestyle must allow the accomplishment of these dreams.)
- Write down ten of your favorite activities, the ones without which your life would feel bereft. (No life is suitable unless you get to do your favorite activities at least weekly, and preferably, daily.)
- If there was a time in your life when you felt more optimistic or motivated about the future than you do now, think about what has changed between then and now. List everything that is different. Perhaps you will gain insight into what is causing you dissatisfaction and you can then change the issues.
- If you are like many of us, you rarely take time to be alone with yourself. In fact, many people avoid “alone time ” and prefer to fill every minute of the day with activity. Schedule quiet time for yourself every single day. Spend time alone doing nothing. Some people call this meditation; others practice yoga. The key is to spend time in your head going gently wherever positive thoughts take you.

Take Action Exercises

- You have listed 10 of your favorite activities. Add one of your favorite activities to your schedule each day with the goal of doing all 10 of your favorite activities every day. Minimally, strive to do all ten activities you love in a week.
- You have listed several hundred items that you would like to do in your lifetime. Set a goal to do one of those items on your lifetime list on a monthly, quarterly or semi-annual basis. Begin now . Select one of the items on your list and do it!
- Do something that is totally new to you once each week. Get out of your comfort zone and try meeting new people, go out of your way to say “hi ” to someone you don 't normally talk to on a daily basis, try out a new restaurant, or instead of “ dropping ” the kids off at the skating rink, go “skating ” with the kids.
- Write a journal that tracks your thoughts, the new ideas you are generating and the added life activities you schedule every day.
- See a friend at least twice a month for conversation and to maintain the supportive and caring relationship.
- Eat a balanced diet, get daily exercise (even if only for ten minutes), and sleep on a regular, refreshing schedule.

- Ann Connor, Vice President of Communications

YOUR SUPPORT IS NEEDED! Please call or write your Senators and Representatives and urge them to cosponsor H.R. 1634/S. 772, the Workforce Health Improvement Program (WHIP) Act. National SHRM has endorsed this bill.

Organizations are increasingly interested in promoting healthy living programs for their workforces as one strategy for addressing rising health care costs. Employees that engage in fitness programs and activities are generally more productive, have lower incidences of workplace injuries, incur lower health care costs, and are healthier overall.

Legislation

H.R. 1634/S. 772, the Workforce Health Improvement Program (WHIP) Act would enable a tax-paying employer to deduct the cost of subsidizing or providing off-site fitness center benefits for their employees.

Under current law:

- Businesses are permitted to deduct the cost of on-site workout facilities, but not the cost of fitness center benefits.
- Employees who receive the off-site fitness center subsidy are required to pay income tax on the benefit.
- More often than not, if employees have to pay taxes on a benefit offered by their employer, employees will choose not to participate in the benefit.

The WHIP Act would:

- **Provide parity to employers** who subsidize or provide off-site fitness center benefits for their employees.
- Enable employers to **help their employees focus on healthier habits and fitness**, resulting in a healthier lifestyle and fewer health-related expenses.
- Ensure that the **wellness benefit** from off-site fitness facilities **is not taxed as income for employees.**
- **Exclude this wellness benefit from being considered taxable income for employees.**
- Entice employees to participate in this benefit offering,

To write your elected official, follow these steps:

1. Log onto SHRM Online by [clicking here](#).
2. Sign in using your **member number and last name**.
3. Click on “**Governmental Affairs**,” then go to “**HRVoice**” on the left side of your screen.

Choose “**Write your elected officials**.”

Click on “**Urge Your Legislators to Cosponsor the WHIP Act**” under the heading “Take Immediate Action on these Hot Issues.”

Your representatives can be found at: www.congress.org/congressorg/home/

Jayhawk Chapter SHRM—Board Meeting Minutes February 10, 2006

The Board of Directors of the Jayhawk Chapter of SHRM met on Friday, February 10, 2006 with the following members present: Amy Bellerive, Christy Bidinger, Robert Bryant, Janice Johnson, Ruby McDavis, Mary McKenzie, Lori McDonald, Michelle Moreland, Ryann Pemm, Victoria Purvis, Carol Rau, Karen Reed, Cheryl White, and Cathy Youngquist. Karen Reed, President, called the meeting to order.

Karen updated everyone on the status of the website as Ann was unable to attend. Yahoo has closed our account so that Affiniscape could take over, but there was a glitch in the process, necessitating a fee of \$35 to be paid to Yahoo to get the changes processed. Kelli is working on the final process and hopes to have the website finalized, up and running within the next few weeks.

Discussed meeting notification and RSVPs for upcoming meeting. Ann and Amy are working on newsletter as well as e-mail reminders about the meeting. Reservation line will be updated with current information. Ann or Amy will call Hereford House with number for lunch. Robert and Ann will work the registration table at the meeting. Lori will be doing new member orientation at 11:15. Christy asked to sit at the registration table with volunteer sheets so that she could talk to members as they are going in. It was suggested that we include a volunteer form on the website in the future. Victoria reported that if we can distinctly identify lunch/meeting time, we could apply for HRCI credits for the education portion of our meetings. Robert will take care of payment of lunch at the end of the meeting. Evaluation forms will be collected after each meeting.

Cheryl reported that the Job Expo that was to be co-sponsored by the City Human Relations Department and the Chamber in March will not be happening until September. At that time, SHRM members will be asked to participate. Tentative date is the first or second Saturday of September. The Chamber is not having the Job Fair this year – the Job Expo may be more informational than the job fair. Cheryl is attending meetings and will keep everyone updated.

The planning committee for the SHRMinar is meeting this afternoon and visiting the Arts Center to help in the logistics and planning. Registration will be at 7:30, with opening remarks at 8:00. The Committee is looking for vendors who would like to exhibit through the lunch break. The role of the vendors is to generate additional income and to allow them to reach local businesses. The Committee is recommending the vendors be allowed to attend the workshop if space is available. The cost of the workshop will be \$100 for early registration; \$125 after the early-bird registration deadline. Jennifer is applying for HRCI credits. Ads will be placed in the Journal World and information will be included in the Business Briefs section as well. Flyers are in development and will be mailed to some individuals. Dr. Cal LeMon will be the featured speaker and will present two sessions: Developing Leaders in a 14 Carrot Gold Organization and Extraordinary Service from Extraordinary People. Robert suggested tying the SHRMinar to some event in Lawrence that might attract people to come from out of town to spend the day/evening. The Topeka and Johnson County Chapters will send e-mails to their members. The Chamber and SBC have agreed to have brochures in their offices. Volunteers will be needed for that day. The Committee is also looking for indi-

Ryann shared a diversity survey that she would like to distribute to the membership. She built the survey from information from the National SHRM website and the use of some web survey site. The survey would help us in meeting some of the requirements of the CHAP. She will work on presenting the information to the membership electronically with follow-up at meetings. The Office of Multicultural Affairs at KU meets Monday evenings and invite SHRM members to attend their meetings. Karen will attend the March meeting.

Angela discussed whether there would be funds available to purchase a new learning system from SHRM for our members. Our current learning system is outdated. The cost would be \$613 to purchase a new set of learning materials. Karen indicated that the City has four sets it purchased in 2005 and that it might be possible to trade sets for registration to the SHRMinar.

Kathy introduced Allison from the KU Chapter. April is Job Shadow Month and they are looking for individuals who would be interested in participating. March 7th the chapter needs two volunteers to assist with resume review. They also need a generalist to sit on a panel for their meeting on February 21st. Kathy will e-mail Christy with volunteer needs for the student chapter. Kathy reported that we had approved having two students attend our monthly meetings (at no cost for lunch). This may not occur, as Tuesdays are heavy class days with most of the KU Chapter members.

Ruby reported on information on two pending bills in the Kansas legislature. Both dealt with compensation and how employers could pay employees at lower costs. Kansas SHRM is supporting the bill. Ruby is going to connect with the person at the State SHRM level to assure she receives information more timely. She also plans to provide updated information to members on our legislators for letter writing.

Robert reported on the finances. He indicated that we are still receiving dues payments for 2006. We have 7 new members this year, but are not quite at the same number of members as we were at year-end last year. Robert paid \$2200 to Webmaster for our website. He is working with the Postmaster to get our mailings cleared up as we are receiving a lot of "junk" mail.

Lori reported that we have 64 current members. There are 13 individuals who have not renewed who belonged last year Lori will contact them. She will be orienting new members at the meeting next week. Lori asked that we notify her if we know of potential members and she will contact them. She indicated that most of the new members we have this year are replacing individuals who are no longer with their companies. Lori will distribute membership list to board.

Mary McKenzie/Cheryl White reported that the calendar for 2006 is filled. Cheryl will provide an updated calendar to board and members. February's program is Behavioral Event Interviewing with Les Lauber of the Kansas Department of Commerce. Everyone was reminded to bring their employee handbooks to the March meeting. There being no further business, the meeting was adjourned.

- Respectfully submitted, Janice Johnson, President-Elect

SHRM Jayhawk Chapter
2006 Board of Directors & Committee Chairpersons Contact Information

Board of Directors

President —Karen Reed	kreed@ci.lawrence.ks.us
President Elect —Janice Johnson	janicej@vna.lawrence.ks.us
VP of Membership — Lori MacDonald	lorimacdonald@sunflower.com
VP of Professional Development — Cheryl White Mary McKenzie	cwhite@kansascommerce.com mmckenzie@douglascountybank.com
VP of Communication — Ann Connor Amy Bellerive	aconnor@prosoco.com abellerive@kinedyne.com
VP of Finance —Robert Bryant	rbryant@bertnash.org

Committee Chairpersons

Certification Angela Fleming	angelaf@firststateks.com
Diversity Ryann Pem	ryann.pem@intervet.com
Foundation Activities Michelle Moreland	mmoreland@allenpress.com
Legislative Affairs Ruby McDavis	rmcdavis@bertnash.org
Recognition & Networking Carol Rau	careeradvantage@sunflower.com
School to Career Victoria Purvis	VPurvis@sauer-danfoss.com
Student Relations Kathy Youngquist	kathyy@firststateks.com
Volunteerism Cristy Bidinger	cbidinger@cwood.org



Keep us Posted!

Please send any corrections or updates of names, job titles and mailing addresses of our members to Ann Connor or Amy Bellerive.

SHRM Sentinel
Jayhawk Chapter SHRM
P.O. Box 442033
Lawrence, KS 66044