



The Source

December 2007



Southern Wisconsin - Northern Illinois
SHRM Chapter 71

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Upcoming Events:

December—No Meeting

Happy Holidays!!!

Dear BHRA Members,

It's hard to believe that the holidays are almost upon us! The year 2007 seems to have passed quickly; our thoughts are already turning to what the new year will bring.

You've recently received information from Melissa Benson about the annual BHRA Scholarship. Selecting these two scholars are a fun event for Melissa and her committee, and offer a wonderful sneak preview of what our up and coming HR leaders are doing in college. Please make sure that you share the scholarship application with your employees so they might encourage their students to apply!

Our January meeting program at Beloit Country Club will cover the topic of Ethics by Al Guyant. As HR professionals, most of us deal with ethical issues on a regular basis. Al will tell us more about how we can help to guide our organizations on that straightforward path. You'll be getting more information soon about our January meeting presentation.

Following our January meeting, we will have the opportunity to meet with our legislators at the annual February Legislative Breakfast. This year's event will be held at the Pontiac Convention Center in Janesville on Friday, February 15. Don't forget to send your topics and/or issues to Troy Thompson (tthompson@axley.com) so that our legislators cover the topics we want to learn more about.

In closing, I wish you all the peace and joy that your holiday season may bring with time to enjoy your family and friends.

The very best holiday wishes to you all!

Lori Rhead, SPHR
President

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LEGAL AND LEGISLATIVE UPDATE ON EMPLOYMENT LAW

**December 2007
by
Bob Gregg**

Boardman Law Firm

STILL TIME TO REGISTER!
WorkSource Wisconsin Seminar

December 12, 2007, 7:00 a.m. - 12:00 p.m.
Italian Conference Center, Milwaukee, Wisconsin

Nationally noted speaker, Neil Romano, along with experts on employment law, accommodations and new developments. Part of a statewide seminar series — free! Qualifies for SHRM recertification credits! Register with Jennifer Gundlach Klatt at gundlach@uwstout.edu or fax 715-232-5008, or call WorkSource Wisconsin, The Employer's Guide to Disability and Employment, toll-free 866-460-9602.



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ATP "Advancing the Profession"

Advancing the HR Profession Through News Media

The following is basic guidance in working with the media in order to enhance the credibility and visibility of the profession. More information on working with the media is available through the SHRM Volunteer Leader Resource Center at www.shrm.org/chapters/resources.

Action Plan

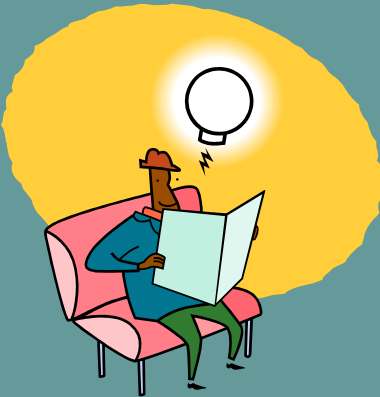
- Appoint someone to be the primary contact for the media. This person should be knowledgeable about HR and able to return calls promptly.
- Get out and meet the reporters. The more you know a reporter, the more likely you will be called on as a source for breaking front-page news in your community.
- Know the media outlet before you call. Be familiar with the kinds of stories that the publication, site or station has done in advance.
- Have top quality materials. All press materials (news releases, news advisories, press kit, etc.) must be informative, well written and easy to use.
- Discuss the local angle to national events. Reporters are always looking for local angles to national news stories and reports.
- Maintain a list of chapter spokespeople. Once you have established a media relations program, reporters will call for information about all kinds of issues. Develop and maintain a steady list of dependable spokespeople and make sure they understand that press turnaround time is often the same day or even within hours. Spokespeople should absolutely stay informed of human resource and business trends.
- Tap into your members who are senior HR professionals to serve as your ATP spokespersons.
- Use SHRM resources such as:
 - SHRM Online (www.shrm.org).
 - SHRM Research (www.shrm.org/research).
 - Governmental Affairs Department (www.shrm.org/government).
 - Online press room (www.shrm.org/press).
 - Workplace Forecast and *Workplace Visions*® newsletter (www.shrm.org/trends).
 - *HR Magazine*® (www.shrm.org/hrmagazine).
 - White papers and sample employment policies (www.shrm.org/whitepapers).
 - SHRM Diversity Initiative (www.shrm.org/diversity).
 - Maintain a list of names and phone numbers of all pertinent press. Such a list may be created by monitoring the newspapers and other media outlets to identify specific business reporters, searching online media lists (try www.yahoo.com), or contact SHRM Media Affairs staff for assistance.
 - Be prepared for an initial negative response. Reporters are often on tight deadlines. Simply offer your expertise and provide a number where you can be reached.

For more information on working with the media, please see SHRM's complete Guide to Working with the Media at www.shrm.org/chapters/resources or contact SHRM's Media Affairs staff at 703-535-6043.

Your Foundation @ Work ~ Making a Difference

You know what excellence is. It's people...with talent. People who are dedicated and work hard to continually improve themselves, to be the best they can be. They are able to work with others, to be part of a team and to achieve something bigger than themselves. That's what the HR profession is all about. You work behind the scenes to help your employees and companies achieve excellence. You play a major role in finding talented and dedicated people and you help them develop as individuals and team members. This is an exciting time to be an HR professional. The opportunities to provide leadership in your organization have never been greater, but you must continually increase your professional knowledge and stay one step ahead of the rapid changes taking place all around you. The **SHRM Foundation** helps you to meet these challenges through its support of research, publications and education. The Foundation enables HR professionals like you to make a difference.

The SHRM Foundation: 40 Years of Advancing the HR Profession



Certification Study Group Forming

Interested in testing for your PHR/SPHR/GPHR certification next spring? If so, please contact Melissa Benson, Certification Chairperson at melissa.benson@bourns.com. In addition, a study group will be forming with time and location to be announced. BHRA has SHRM Learning Systems that will be utilized in the study group and are available for individual check out. Next Testing Window is May 1, 2008-June 30, 2008.



Remember to recertify!

Recertification demonstrates your continued dedication to stay up to date with the rapidly changing HR profession. To retain the PHR, SPHR or GPHR designations, HRCI requires all certificants to recertify every three years. Go to HRCI.org for details on recertification.



Online Recertification is Easy!

For those of you that do not know, HRCI provides an online recertification file that allows you to track your recertification events as they are earned. Simply record your professional development credits as they are achieved. When you've accumulated 60 hours of credits, complete the payment information and submit your application online. It is advised you keep your supporting documentation on file for about six months after your certification expiration date in the event your application is audited. It is very simple!

You should have received a letter from HRCI with a unique HRCI ID number and password to take advantage of online recertification. If you did not receive this mailing or have misplaced this letter, simply to go www.hrci.org and click on "My Recert File." There is a place to click if you don't know your logon information. Simply follow the instructions and you can get set up.

If you have questions about the process, please contact HRCI at hrci@hrci.org, or contact Melissa Benson.

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Volunteer/Committee Opportunities

Website Redesign Committee

BHRA is forming an ad hoc committee to evaluate our website, with the possibility of a complete re-design. If you have had experience with this before, or just have opinions about what our website should be like, we'd like you on our committee! Meetings would be scheduled at the convenience of the majority of the group. The committee will be active for approximately 6 months, during which we will develop a wish list and RFP, review proposals and options, and work through the rebuild. If you are willing to meet 4 – 6 times over the next 6 months and would like to be involved in this project, please contact Jennifer Griffith, SPHR, at 608-754-2710, ext. 1305 or jgriffith@freedomplastics.com.

If you don't feel that you can commit to volunteering your time for this project, but have suggestions for the website design or website host providers, please contact Jennifer as well.



Undergraduate Student Scholarships Available

The Blackhawk Human Resource Association is excited to offer a one-time, \$500.00 scholarship to two students. This scholarship is available to the children of BHRA member companies and students attending UW-Whitewater (our sponsored student chapter) who are juniors or seniors in college majoring in Human Resources, or a related field.

BHRA member companies have been emailed a posting to notify their employees of this available scholarship and the application form. For consideration, interested applicants need to return the application, a copy of their transcript, and two letters of recommendation no later than Friday, February 29, 2008. All applicants will be notified of their status in March. The winner(s) will be presented with their award at our April 2008 BHRA meeting.

Questions regarding the scholarship and submittals should be directed to Melissa Benson, Scholarship Committee Chairperson at 608-373-2389 or melissa.benson@bourns.com.

The Blackhawk Human Resource Association is committed to serving the professional and advancing the profession. We are happy to provide this opportunity to the children of our member companies.





Position Opening

Serving Rock and Green Counties

Posting Date: November 29, 2007

Position Opening: **Administrative Assistant – Human Resources Department – Central Campus
(25-30 hrs/wk, Monday-Friday)**

Position Category: **T** Part-Time * Administrative Support/Maintenance Union
* Administrative * Faculty Union

Start Date: January, 2008

Salary and Benefits: \$10.50 - \$15.00 with pro-rated benefits

Application Deadline Date: Applications accepted through 4:00 p.m. – **December 21, 2007**

Position Summary: This position will provide administrative assistance to the Human Resources Director and two HR Specialists and will also provide administrative assistance to the Finance Director. The individual in this position must handle and process sensitive and confidential information, perform responsible personnel and clerical duties in the areas of recruitment.

Qualifications:

Required:

Two year Associate's Degree (A.A.) or equivalent from an accredited college or technical school in an Administrative Assistant program or related field.

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook.)

Minimum of two (2) years administrative assistant experience working with the public in an office setting.

Experience working with culturally diverse populations.

Strong organizational, interpersonal and communications skills.

Preferred:

Work experience in a human resources department.

Application Procedure: In order to be considered, you must submit by application deadline:

- 1) BTC Application for Employment,
- 2) 2) resume, and
- 3) 3) cover letter. Submit application to:
Blackhawk Technical College – Human Resource Department
6004 S. County Road G
P.O. Box 5009
Janesville, WI 53547-5009

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Don't Forget to Renew Your 2007/2008 BHRA Membership!

Continue your opportunity to network with over 140 other human resource professionals. A dynamic lineup of programs is planned for the upcoming monthly meetings.

Don't miss out!

Enroll online at www.bhraonline.org or contact Bernice York, Membership Chairperson at byork@cotta.com for additional information.

Unemployed SHRM Members Can Extend Membership for Free!

The Society for Human Resource Management (SHRM) provides active members who are unemployed at the time of their membership renewal a one-time opportunity to extend their membership for up to one year at no cost.

SHRM believes that this continued affiliation to its loyal members will help transitioning members stay current on the issues affecting the HR profession and will provide them with needed resources to assist them in their job search.

Transitioning members will receive all SHRM free and discounted member benefits for up to one year, except for voting privileges and the ability to hold office on a SHRM panel or board.

Visit www.shrm.org/members/transitioning for more information.



Are You a National SHRM Member??

Receive a \$15.00 discount on your National SHRM Membership when you become a BHRA member! Apply online at: https://ecom.shrm.org/TimssSolutionSite2004_TPRO/default.aspx?tabid=124&PRODUCT_DISCOUNT_ID=01114

Other Contact information:

Wisconsin SHRM
www.wishrm.org

National SHRM
www.shrm.org

HR Certification Institute
www.hrci.org

HR Voice
<http://www.shrm.org/government/hrvoice>



Welcome!!!!

BHRA welcomes the following new members:

Kristin Geiser, HR Assistant, Cannonball:HNP, LLC
Alisha Kalous, Consultant, Innovative

Next Month's Issue of The Source:

If you know a human resource professional that would be interested in joining our association, please spread the word! We can all benefit from each other's experience!

If you have anything you would like to submit or suggestions for the BHRA Newsletter, please let us know!

Contact Information:

Nicole Larson at Freedom Plastics, Inc. at (608)754-2710 Ext. 1279 or email
nlarson@freedomplastics.com.

BHRA Wishes You a Safe and Happy Holiday!!!

