



# The Source

February 2008



Southern Wisconsin - Northern Illinois  
SHRM Chapter 71

## Letter From the President:

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### Upcoming Events:

March 11—"What's Keeping HR Professionals Up at Night"

Blackhawk Technical College, Janesville

Dear BHRA Members,

It's hard to believe we've reached the half-way point in our year; already it is time to begin thinking about preparing for board transitions and the important job of recruiting board candidates. In fact, with Kelly Hendee's departure to a new job (congratulations, Kelly!), I've had to begin that process a little earlier than I'd planned. We are now seeking to fill a general board position through May 2008 to replace Kelly. If you've ever thought about being a BHRA board member, review page 6 of this newsletter for more information about board responsibilities and contact me if you are interested or if you'd like more information. This is a great chance to "test drive" a volunteer position and be included on the May election ballot for the upcoming year.

Our March program promises to be both educational and entertaining. Martha Ramirez, SHRM North Central Region Manager, will guide us through the list of things that should be keeping HR professionals up at night and how to address those issues. Actually, after hearing Martha, you should be able to sleep easier! Join us on Tuesday, March 11 at Blackhawk Technical College for Martha's presentation.

With the recent changes in the professional careers of some of our board members, I'm reminded of the importance of staying connected with our colleagues in our relatively small HR community. With that in mind, check out the new section in our newsletter on page 2, *New Faces, New Places*. Congratulations to Bernice York, Jennifer Griffith and Kelly Hendee on their new jobs! If you or someone you know changes jobs, please send updated contact information (with the effective date of the change) to Nicole Larson, Secretary and Newsletter Chair.

I look forward to seeing you at the Legislative Breakfast on Friday, February 15.

Sincerely,

Lori Rhead, SPHR  
President

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## New Faces, New Places



Congratulations to the following BHRA members on their new job opportunities!!!

Jennifer Griffith—HR Manager, Genencor, a Danisco Division  
Beloit, WI

Bernice York—Education Program Developer, ABC Supply Company  
Beloit, WI

Kelly Hendeo—HR Director, Door County  
Sturgeon Bay, WI

**\*\*Contact information will be updated on the BHRA website once available**



If your organization would like to sponsor one of our meetings,  
please contact Lori Rhead, SPHR, [rheadl@beloit.edu](mailto:rheadl@beloit.edu)

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## Upcoming Meeting Information

<u>Meeting Date</u>	<u>Time</u>	<u>Location</u>	<u>Speakers</u>	<u>Topic</u>
March 11, 2008	11:30 am	Blackhawk Technical College 6004 S. County Road G, Janesville	Martha Ramirez, North Central Regional Manager SHRM	"What's Keeping HR Professionals up at Night"

### 2007/2008 BHRA Board Members:

President & Community Relations Co-Director,  
Lori Rhead, SPHR:  
(608) 363-2630  
[rheadl@beloit.edu](mailto:rheadl@beloit.edu)

Vice-President & Professional Development Director/  
Certification,  
Melissa Benson, PHR  
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[Melissa.benson@bourns.com](mailto:Melissa.benson@bourns.com)

Past President, & Website Co-Director,  
Jennifer Griffith, SPHR

Secretary & Newsletter,  
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Treasurer  
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Member Relations Director,  
Rhonda Bachman:  
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[rhonda!@assuredstaffing.net](mailto:rhonda!@assuredstaffing.net)

### Mark Your Calendars!

We encourage you to attend the March lunch meeting!

**WHEN:** Tuesday, March 11th, 11:30am Sign-in, Lunch at 12:00pm; Presentation to follow.

**WHERE:** Blackhawk Technical College, 6004 S. County Road G Janesville, WI

**TOPIC:** What's Keeping HR Professionals Up at Night?

**PRESENTER'S BIO:**

Martha T. Ramirez, PHR is the North Central Regional Manager for the Society for Human Resource Management (SHRM), Member Relations. Along with more than 11 years of HR experience including Training, Diversity, Recruiting, Leadership Development and HR Management, Martha also brings with her over 25 years of knowledge and experience from the finance and manufacturing industries.

Martha's primary responsibility at SHRM is to work directly with Chapters to develop strategic and succession planning methods, be involved in SHRM national and local membership recruitment and retention methods and is primarily accountability for managing chapter relationships and assisting with State Council relationships.

Martha holds a Bachelor of Science degree from DePaul University in Chicago. She is a lifelong resident of the Chicago area and resides in the western suburbs with her family. She enjoys traveling, reading and meeting new people, all things she incorporates in her position with SHRM.

If your organization would like to sponsor one of our meetings, please contact Lori Rhead, SPHR, [rheadl@beloit.edu](mailto:rheadl@beloit.edu)

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*Board Members cont.*

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Director  
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## Your Foundation @ Work ~ Providing Ethics in the Workplace

In this age of accounting scandals and corporate wrong doing, progressive organizations are seeking ways to foster a more ethical corporate culture. The SHRM Foundation demonstrates how one organization is meeting this challenge in its new DVD, *Ethics: The Fabric of Business*. The video profiles Lockheed Martin, Inc. and explores their work in promoting ethics in the workplace. Thanks to your generous donations, the Foundation is able to distribute this DVD free of charge to chapters, educators and businesses. All SHRM chapter presidents received a complimentary DVD in November 2006 for use in chapter programs. A companion discussion guide and slide presentation are available on the [Foundation website](#) for use in educational presentations.

The SHRM Foundation: *40 Years of Advancing the HR Profession*



## BHRA Programming Schedule 2008

DATE	SPEAKER	TOPIC	TIME	PLACE	CITY
February 15, 2008		Legislative Breakfast	7:30am	Pontiac Convention Center	Janesville
March 11, 2008	Martha Ramirez	“What Keeps HR Professionals Up at Night”	11:30am	Blackhawk Technical College	Janesville
April 8, 2008	Bob Gregg	Rediscovering the Lost Art of Verbal Conversation & Decreasing your Legal Liability	7:30am	Milwaukee Grill	Janesville
April 17, 2008	2008 BHRA Seminar		Details to be released.....	Pontiac Convention Center	Janesville
May 13, 2008	Senior HR Representatives	Panel Discussion	5:00pm	Beloit Country Club	Beloit



### 2008 BHRA Annual Seminar—Save the Date!!



Mark your calendars for our 2008 Annual Seminar—more details soon to come!

2008 Blackhawk Human Resource Association Seminar  
Date: Thursday, April 17, 2008  
Location: Pontiac Convention Center in Janesville

# Have you considered a position on the BHRA board of Directors?

## Why Join the Board of Directors?

The BHRA Board of Directors develops the vision and sets the direction for the chapter, including programming, special projects, website, and other value-added services. The mission of BHRA, as an affiliated SHRM chapter, is to Serve the Professional and to Advance the Profession, and to provide opportunities to focus on HR management issues of importance to our members.

Joining the Board of Directors gives you a chance to work with other professionals that are also passionate about their HR careers to ensure that BHRA is being proactive in Advancing the Profession. Through your participation on the Board of Directors, you have an opportunity to give back to the profession. You will be recognized by your peers and others in the community as a leader in the field of human resources.

Other Benefits of being a Board Member:

- Hours spent as a volunteer leader can be counted toward recertification hours for HRCI.
- The opportunity to apply for an SHRM Foundation Scholarship. Each Region will award up to \$2,500 to individuals who apply for a scholarship for either an academic (university education, classes, tuition, etc.) scholarship, or for a certification scholarship.

- Complimentary membership dues, registration and meals at monthly membership meetings.
- Reimbursement of 50% of your national SHRM membership.
- Eligibility to take the certification exam under the Pay-if-You-Pass policy for a fee of \$120, if in one of the following chapter volunteer leadership roles: Chapter Presidents, Chapter President-Elects, Chapter Certification Chair/Director, Faculty Advisors to Student Chapters. (Must also be a current SHRM member.)
- The chance to attend National SHRM's Leadership Conference in November, Wisconsin SHRM's Leadership Conference in August, the National Legislative Conference in March, and other leadership development and learning activities.

"Volunteering on the board gives me the satisfaction of supporting an organization that is important to the local human resource profession—the networks, the sharing of ideas, the understanding from others on issues we all face—priceless."

-Bernice York, Membership Director

## What are the Expectations?

### Be an active Board member

This includes attending chapter meetings and board meetings. It also includes being prepared for Board meetings, asking critical questions, and helping the Board come to agreement in making decisions that affect chapter membership. Active participation in board discussion and decisions is the most important contribution that a board member can make.

The Board of Directors meets each month except December and July. Meetings are typically held on the third Friday morning of each month and last 1 1/2 hours. Planning meetings are held in June and August to develop strategic plans for the year, transition board responsibilities, and plan meeting programs.

### Functional Area Responsibilities

All Board Members have responsibility for a functional area. Board terms are three years, and functional area responsibilities may change during that time. Board Job Descriptions, including specific time commitments, can be found on the BHRA Website. Functional areas may include College Relations, Communications, Dinner & Reservations (Meeting Arrangements), Diversity, Legislative, Membership Recruitment, Membership Engagement, Professional Development/Certification, Workforce Readiness, and Website. Officer positions include President, President-Elect, Vice President, Secretary, and Treasurer.

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## Diversity as Synergy



The word 'Synergy' is one of those fun words to use. By Synergy I mean the interaction of two or more agents or forces so that their combined effect is greater than the sum of their individual effects. Try using the word the next time you are at a social gathering, and decide which of your colleagues is most impressed by you expounding on the virtues of something being synergistic.

Workplace diversity is one of those things that bring about Synergy. Yeah, yeah, we all know that we are to value diversity and it is the right thing to do. Human resource professionals can inadvertently become talking heads for diversity without really being passionate about diversity. Their can be limited understanding about the real payoff of having a diversity initiate within a corporation's overall strategic plan. Straight to the point diversity operationalised in the workplace significantly helps render a strategic plan realized, rendering more gains than what is expected!

Thinking of diversity in this way leaves us with positive images of which we see the benefits. But, do we really view workplace diversity as a positive benefit? The fact is that most workplaces are becoming increasingly diverse and heterogeneous. People from different genders, races, ethnic origins, ages, cultures, family structures, and lifestyles find themselves working together. Embracing the change that comes with diversity is not about being 'politically correct' or 'doing the right thing'. It's about valuing and appreciating individual differences. Yet, when you value diversity an interesting things happens: **you see more clearly the sameness in each other**. Desiring diversity has a way of bringing about greater respect because of the uniqueness and commonality we share together.

Embracing diversity in the workplace leads to increased creativity. Some of the greatest accomplishments in civilization emerged when people of diverse backgrounds worked together and exchanged ideas. The Renaissance came out of the East meeting the West during the Crusades. America is known for its inventiveness and advancements due in large part to the diversity brought about being a nation of immigrants.

To embrace diversity and see it as bringing synergy to the workplace means that we are willing to:

1. Come to terms with our attitudes, beliefs, and expectations about others while gaining comfort with different-ness.
2. Believe that diversity is big enough to include everyone-young and old, immigrant and native, black or white, and goes beyond race and gender.
3. Recognize that past inequities are in the past and focus should be in the present to reduce stereotypes and discrimination.
4. Acknowledge that we human beings resist change, and find comfort in and trust people most similar to ourselves.

Embrace differences, plan for diversity and anticipate the synergy that creates measurable outcomes and gains to your company's mission and strategic plan.

John D. Emmart, Psy.D, SPHR  
Mercy Health System



## How About Those New SHRM Forums?!

Have you checked out the Forums on the SHRM website?? Go to [www.shrm.org/forums](http://www.shrm.org/forums). There, you will find a selection of forums to choose from.

The Forums are new resources at SHRM for information and networking. They provide news, research, interactive dialogue, member information sharing and specialized web casts for specific “niches” of HR. There are forums for:

- Compensation & Benefits
- Diversity
- Employment and Recruitment
- General HR
- Global HR
- Healthcare HR
- HR Consulting
- HR Measurements
- HR Technology
- HR in the Technology Industry
- Manufacturing HR
- HR in the Media Industry
- Non-Profit HR
- HR in Architecture, Engineering and Construction
- HR in the Public Sector
- Retail HR
- Training and Development
- Workplace Safety & Health
- HR in the Financial Industry

In any of these forums, you can find information specific to the area of HR. If you are a specialist or have a major accountability in one of these, you can come to this forum to get the most “up-to-date” information available on that topic. You can also sign up to receive a periodic e-newsletter.

Each Forum also has designated web casts for members who opt in. Although these web casts are free to members, you must sign up for them in advance. Most have been pre-approved for recertification credits for PHRs, SPHRs, and GPHRs. The web casts are then archived and are available for viewing and listening 24/7.

Members are also encouraged to “help build the forum” by contributing articles and web links that relate to the forum and would be of value to our members. Since quality and timeliness are of utmost importance to SHRM, there is a “peer review” process for articles submitted by members.

Since the inception of the new Forums, SHRM has had a tremendous response from members who enjoy a “one-stop” shopping approach to finding subject-related material. So, try it! And let us know how you like them and what you would like to see added to them. [www.shrm.org/forums](http://www.shrm.org/forums)



## Undergraduate 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](mailto: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.



## Certification Study Group Forming

Interested in testing for your PHR/SPHR/GPHR certification? If so, please contact Melissa Benson, Certification Chairperson at [melissa.benson@bourns.com](mailto:melissa.benson@bourns.com). We have a study group already formed at this time. 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, 2007-June 30, 2008.



If you are interested in taking the PHR, SPHR, or GPHR exam during the next window, the registration deadline is *March 14, 2008*. Go to [www.hrci.org](http://www.hrci.org) for more information, or to register online.

## Why is PHR/SPHR Certification Desirable?

There are a number of advantages to seeking certification. Certification becomes a public recognition of professional achievement—both within and outside of the profession. For many, achieving certification becomes a personal professional goal—a way to test knowledge and to measure it against one's peers. Others see certification as an aid to career advancement. PHR, SPHR and GPHR certification shows that the holder has demonstrated mastery of the domestic or international HR body of knowledge and, through recertification, has accepted the challenge to stay informed of new developments in the HR field. The PHR, SPHR and GPHR designations are a visible reminder to peers and coworkers of the holder's significant professional achievement. PHR, SPHR and GPHR certified professionals should proudly display their certificates and use the credentials on business correspondence.



## 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](http://HRCI.org) for details on recertification.



## Career Opportunities



\*\*Please refer to the BHRA website for the complete Job Ad. [www.bhraonline.org](http://www.bhraonline.org)

**POSITION TITLE:** Field Service Associate

**DEPARTMENT:** Human Resources

**REPORTS TO:** Allan Kaminski

**POSITION SUMMARY:**

Responds to multi-site retainer clients and short-notice project client situations to ensure a high level of customer compliance with general HR rules, guidelines and/or government regulations. Day to day activities include: client site assessment, issue resolution, problem solving and general duties as required to mitigate the clients HR related risk exposure and to ensure compliance.

**RESPONSIBILITIES/DUTIES:**

- Rapid deployment to client locations with little or no notice for purposes of safety, customer satisfaction, employee relations,
- visual controls and all other HR related matters as may arise.
- Must be able to utilize a CAD (computer aided design) system to map out client locations for various EAP systems and evacuation programs.
- Provide guidance for employee relations through effective communication, coaching, training and development.
- Provide guidance for problem resolution to facilitate fast corrective action and improved working environments.
- Ensure compliance with all standards for efficiency, effectiveness, quality, OSHA safety, adherence to policies, work rules and applicable state and federal labor laws.
- Identify and report matters requiring follow-up by company HR Consultants and/or leadership.
- Facilitate compliance/cooperation with state and federal regulators.
- Facilitate OSHA required training classes at client locations and provide required documentation and follow-up reporting
- Provide Sales and Marketing Support in generating new leads and/or clients for the Business Unit.

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## Career Opportunities Cont...

**Blackhawk Technical College**[www.blackhawk.edu](http://www.blackhawk.edu)*Smart Choice*

Position Opening: Job Development Specialist

**\*\*Please refer to the BHRA website for the complete Job Ad. [www.bhraonline.org](http://www.bhraonline.org)**

Position Category: Administrative

### Position Summary:

This position which reports to the Dean of Academic Support Division will serve students with a variety of disabilities who have or will be completing courses of study with degrees, certificates, or diplomas at Blackhawk Technical College and Madison Area Technical College. Primary outreach duties will be those with employers and the business community. The position will perform as a liaison for the employment of persons with disabilities in professional/technical positions. Hours of employment will be flexible in accordance to the demands of the position, will vary, and may not be regular in nature.

### Responsibilities:

- Make substantial contacts with employers on a regular basis (substantial weekly contact)
- Build employer networks to develop and identify job opportunities
- Initiate and maintain ongoing employer relationships with a variety of business/industry representatives that lead to successful employment placements of students/graduates.
- Plan, promote, and make presentations about the qualifications of BTC/MATC students/graduates to groups or individuals including (but not limited to) potential employers, business representatives, service organizations, schools, chambers of commerce, and government.
- Match job requirements with student/graduate qualifications and skills.
- Refer qualified students/graduates to employers and refer to appropriate resources in order to conduct necessary follow-up when applicants are placed in positions
- Keep abreast of job fairs and internet recruitment resources.
- Collect data from employers related to job requirements and skills.
- Interview job ready clients and evaluate completed assessment from an appropriate agency.
- Collaborate closely with Project Coordinator on current projects.
- Cooperate with the evaluation process by collecting all relevant data as determined necessary.
- Utilize knowledge of resources to refer students/graduates and employers directly to specific resources that will help address any accommodations required for open positions
- Provide data, information, and tracking according to terms and conditions of grantor

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## Career Opportunities Cont...



Position Opening: HR Manager

\*\*Please refer to the BHRA website for the complete Job Ad. [www.bhraonline.org](http://www.bhraonline.org)

Department: Human Resources

### Position Summary:

The HR Manager is a key member of our management team, partnering together to ensure that the strategic goals of the company are being met. This is a Generalist role, with full responsibility for the Human Resource function including recruiting, training and organizational development, employee relations, legal compliance, benefits, compensation, and safety for all three Freedom Plastics locations.

### Responsibilities:

- Partner with executives, managers, and supervisors on developing and implementing the Human Resources strategy for the organization
- Consult with and advise executive and management teams
- Work cooperatively with United Steelworkers Union representatives and bargaining unit team members to accomplish organization's objectives
- Develop and implement benefits strategy including cost saving measures
- Develop, implement, and enforce employment policies and procedures
- Lead and participate in continuous improvement activities including 5S, Six Sigma, and ISO 9001:2000
- Source training opportunities for organization, including developing partnerships with local technical colleges and completing grant applications
- Recruit team members at all levels of the organization, including managing relationships with recruiters, developing and sustaining relationships with high schools, technical colleges and universities, and attending recruiting fairs
- Partner with local community agencies to ensure that Freedom Plastics is regarded as an employer of choice
- Set and manage annual Human Resources budget and participate actively in monthly financial review
- Lead wellness and safety teams
- Supervise HR Generalist and Intern
- Provide HR support to satellite plants in Florida and Idaho
- Manage relationships with consultants and vendors

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**Other Contact information:**

Wisconsin SHRM  
[www.wishrm.org](http://www.wishrm.org)

National SHRM  
[www.shrm.org](http://www.shrm.org)

HR Certification Institute  
[www.hrci.org](http://www.hrci.org)

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



## Welcome!!!

BHRA extends a warm welcome to the following new members....

Erika Penny, Mercy Health Systems

Kristen Schumacher, Blackhawk Community Credit Union

Shari Kaster, Cotta Transmission Company

Kelly Crosby, Scot Forge

Daryl Castona, Lear Corporation (welcome back!)

Michelle Ferger-Hill, Girl Scouts of Badger Council

Brenda Nickel, Boyd Consulting Group, Inc.

Darcy Shultz—Johnson, Kerry Group

### ***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](mailto:nlarson@freedomplastics.com).*