



# CHAPTER NEWS

May / June 2006 Edition

*This newsletter is for CIC-SHRM members only for information purposes and not intended to render advice or judgment.*



## President's Message

May is here...the month to say "goodbye" to another school year and "hello" to vacations and summer sun. For CIC-SHRM, May brings us a great member meeting, focusing on diversity—specifically gender—in the workplace. This introduction to summer also brings several opportunities for our members to grow both professionally and personally.

This June, we are once again hosting a member recognition event during which we thank each of you for your membership and involvement in advancing the profession of Human Resources in Central Illinois. On June 22<sup>nd</sup> from 5-7 p.m., we will host a free "after-hours," packed with networking, prizes, jazz, and appetizers. Last year was our first member recognition event and this one proves to be even better! Please join us at The Inn at 835 for this terrific evening...it's up to you, our members, to make this event a special night.

Members also have the opportunity this summer to become more involved in the chapter while also building networks and growing professionally. In addition to all of our longstanding committees in which we are always looking for new participants and new ideas, we also have two short-term committees—By-Laws and Nominations. Please contact me at [pmccarty@siumed.edu](mailto:pmccarty@siumed.edu) if you are interested in participating in either committee. You may also indicate your interest in a Board position during that time. This year, we will be looking for nominations for Treasurer, Legislative Affairs Chair, Public Relations Chair, Workforce Readiness Chair, and Recognition Chair. There is no better way to create value in your CIC-SHRM membership like getting involved on the Board. Again, contact me with your interest.

Finally, we have our May meeting, featuring speaker Debbie Potts, presenting on the topic of gender differences in the workplace, and the Annual State Conference in DeKalb is being held on August 1<sup>st</sup> and 2<sup>nd</sup>.

Although summer is typically a time of leisure, CIC-SHRM is offering plenty of opportunity for growth. Take advantage of it! I look forward to seeing everyone at each of these upcoming events.

Have a great day,

Penny L. McCarty, SPHR  
CIC-SHRM Chapter President

### New Meeting Location for 2006

Remember - Our 2006 meetings will be held at Hoogland Center for the Arts, located at 420 S. Sixth Street, Springfield.

## CIC-SHRM Calendar

### 2006 Luncheon Meetings

Third Wednesday of every other month. Registration begins at 11:15 a.m., luncheon begins at 11:30 a.m. at Hoogland Center for the Arts. Meetings will be held on the following dates:

- May 17
- July 19
- September 20
- November 15

### Board Meetings

Second Wednesday of every month at 11:30 a.m. Meetings will be held as follows:

- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8
- December 13

All members are welcome.

### Special Events

Thursday, June 22  
CIC - SHRM networking social – Inn at 835, 5:00pm – 7:00pm.

## **CERTIFICATION EXAM**

The opportunity is fast approaching for those who are interested in taking the certification exams to become certified as a PHR, SPHR, or GPHR.

### **SPRING 2006 TESTING WINDOWS**

PHR/SPHR May 1, 2006 to June 30, 2006

GPHR May 1, 2006 to May 31, 2006

(Application deadline for registration to take one of the exams was April 21, 2006 and has unfortunately passed for those who did not register. However, further testing windows are available. If interested, please check [www.SHRM.org](http://www.SHRM.org) for further details.)

If you are planning to take the exam and would like to be part of an informal study group, please contact Vicki Fowler at [VicePresident@cic-shrm.org](mailto:VicePresident@cic-shrm.org) by May 17.

## **7<sup>th</sup> Annual HR Conference**

A big thanks to Larry Small for organizing another successful HR Conference (held April 19). We were happy to see so many members (and non-members) in attendance...thanks to those who participated!

## **Chapter Chatter**

### **Welcome to Our Newest Members!**

- Teresita Gonzalez, HR Representative, State of Illinois (DHS)
- Agnes Arnold, Grants and Contracts Officer, Illinois State Museum Society
- Stacy Dodd-Clinton, HR Consultant (relocating from Louisiana)
- Abigail Pillsbury, HR Assistant, Associated Network Partners, Inc.

### **Sons and Daughters Scholarship Program**

Children of SHRM members have until May 15th to submit their applications for the Sons and Daughters Scholarship Program. Twenty-four (24) scholarships of \$1,500 each will be awarded. SHRM has established scholarships to help finance higher education for the children of its members. The awards are for either the first or second year of study at a four-year college or university. Scholarship details and an application are available on SHRM's website at <http://www.shrm.org/sons&daughters/>

### **Member Spotlight**



Amy Byers is the Human Resources Coordinator at Springfield Electric Supply Company, an electrical wholesale distributor whose operations focus on electrical, lighting and home theatre products. While Springfield Electric's corporate operations resides in Springfield, they also have ten other locations throughout Illinois. Amy has been a member of the Central Illinois Chapter of SHRM since 1997 and served as its Public Relations Chair in 2003/2004. In January 2006, she was appointed as the Treasurer of the Illinois State Council of SHRM and has also served as a Conference Speaker Committee member for the 2003 ISC-SHRM conference. Outside of the HR world, Amy spends the remainder of her time coordinating the schedules of her busy family. She and her husband, Brian, have twin daughters, Morgan & Madison, who are currently in kindergarten.

#### **Work/Education Background:**

Amy is a graduate of SIUE with a Bachelor's Degree in Business Administration with a specialization in Human Resources Management, and has nine years experience in the Human Resources field. Amy began her career in the

recruiting field where her talents served a variety of Springfield employers through her role at Weststaff and then focused on recruitment and labor relations in her role at The Hope School before expanding into the generalist role she currently holds.

#### **Nature of Work in HR:**

In her current position, Amy is responsible for the coordination of recruitment activity, benefits management, compliance-related activities, the development and maintenance of the HR Self Service website, employee relations, policy and procedure updates and much more (those infamous "other duties as assigned").

#### **Biggest Challenge:**

The most challenging task in the world of Human Resources, in Amy's opinion, is keeping up to date with the on-going changes in employment law as well as trends that occur and finding creative methods to engage managers in their HR-related roles.

#### **Future Plans:**

Amy's future plans include expanding her knowledge in the benefits and talent management areas of human resources and making the commitment to achieve the PHR or SPHR certification.

## **Annual Member Recognition After-Hours Event**

The Central Illinois Chapter of the Society for Human Resource Management (CIC-SHRM) invites its members to the Annual Member Recognition After-Hours Event Thursday, June 22, 2006. This year the event will be held at The Inn at 835 in the newly added Conservatory. Directions can be obtained via their website at <http://www.innat835.com>. They have ample parking on the side of the Inn. Hors d'oeuvres for our private group will be served from 5-7pm with jazz music to be provided. Although the Inn opens up the Conservatory to the general public at 7:00pm, our group can remain and take advantage of even more hors d'oeuvres while the music continues! The only cost to our members will be the cash bar.

Members should bring a business card for drawings of prizes to be given away that evening! CIC-SHRM will have one drawing worth up to \$1,000 for a member to attend a national conference. The next prize will be worth up to \$500 to attend a state conference, and the last prize to be drawn will be a paid registration fee to the state SHRM conference.

Please RSVP to Charlotte Montgomery at [Recognition@cic-shrm.org](mailto:Recognition@cic-shrm.org) so that we may plan accordingly. If you plan to bring a guest, or invite a potential member, please register them as well.

A big thanks to Charlotte for organizing this event for our members!

### **SHRM Seminar - Creating a Diversity Initiative From Scratch**

This program takes you through the process of creating a diversity initiative from day one forward.

So your organization has decided to “do diversity!” Where do you start? What do you do? How do you make it work? This session will discuss the steps to take, and will provide real-life examples of ways to accomplish the shift from “HR program du jour” to operating philosophy. Participants will take away a checklist of things to consider and a list of resources to consult in introducing diversity to their workplace.

#### **Who Should Attend**

- HR professionals desiring to learn how to create a diversity initiative that aligns with their organization’s strategic initiatives.
- HR professionals and those new to the Diversity field who need an introduction to diversity planning.
- Graduates of the Diversity Train-the-Trainer Certificate Program.
- HR professionals seeking valuable skills for career advancement.

**May 12, 2006**

Chicago, Ill.

Hyatt Regency Chicago

(888) 421-1442

Please contact the hotel directly to arrange your hotel accommodations.

#### **Program Fee**

SHRM Member: \$650

Nonmember: \$795

**Most SHRM Seminars sell out quickly.** Register today to reserve your space! To expedite your registration, fax the completed form to (703) 535-6490. You can find the registration form at <http://www.shrm.org/shrmacademy/>



## LEGISLATIVE/LEGAL UPDATES

Submitted by Larry Small, SPHR, Legislative Chair

Your input by phone, email, fax or letter **REALLY** does make an impact on how a Senator or Representative votes. The amount or response received about legislation is not nearly as great as you might assume. Your letter to Congressional Reps provides information, facts, and perspectives that they will not have otherwise have. Getting involved does not require much time and in fact it does not require exhaustive knowledge of the subject. If you are a SHRM member - HR Voice will assist you.

<http://www.shrm.org/government/hrvoice/> If not a SHRM member - contact me and I will show you where to go to get involved.

SHRM is in the process of producing a television series called *CEO Exchange*. Find information at [http://www.shrm.org/hrnews\\_published/CMS\\_016564.asp](http://www.shrm.org/hrnews_published/CMS_016564.asp) It will be distributed to Public T V Stations. Here is another opportunity for political pressure to be exerted on your part - call WILL (217-333-1070) and WSEC (217-483-7887) and ask about the programs and when they will be aired.

### **Deductions for damage to equipment would jeopardize exemptions** By Allen Smith

A policy requiring deductions from the wages of nonexempt workers who lose or damage company equipment such as cell phones and laptops may not be extended to exempt workers without jeopardizing their exempt status, according to a U.S. Department of Labor (DOL) opinion letter.

An unidentified company asked the DOL whether the Fair Labor Standards Act (FLSA) would permit such a policy extension or, alternatively, let employers require exempt employees to pay for the damage out of pocket without jeopardizing their exempt status. No and no, the DOL responded in an opinion letter released March 27 ([FLSA2006-7](#), signed March 10, 2006).

#### **Some deductions permitted**

For employees to be considered paid on a salary basis they must be paid a "predetermined amount ... not subject to reduction because of variations in the quality or quantity of the work performed," the DOL stated. An exempt employee must receive the full salary, subject to the following exceptions outlined in the FLSA regulations:

- Full-day deductions when an exempt employee is absent for *personal reasons* aside from sickness or disability.
- Deductions for absences of one or more full days because of sickness or disability if the deductions are in accordance with a bona fide plan, policy or practice of compensating for loss of salary due to such sickness or disability.
- Offsets for jury fees, witness fees or military pay.
- Penalties imposed in good faith for infractions of *safety rules of major significance*.
- Deductions for unpaid disciplinary suspensions of one or more full days if imposed in good faith for infractions of workplace conduct rules.

In addition, full salary is not required for the first or last week of employment, but only pro rata for the time actually worked. And an employer is not required to pay the full salary for weeks in which an exempt employee takes unpaid leave. (An employer may pay a proportionate part of the full salary for time actually worked when unpaid leave is taken.)

### **EEOC adopts nationwide systemic anti-bias program** By Margaret M. Clark

The U.S. Equal Employment Opportunity Commission (EEOC) voted April 4 to beef up efforts to investigate and litigate systemic workplace bias cases.

Voting unanimously on seven separate motions, the commission adopted an internal task force's recommendations. The Systemic Task Force, convened in 2005 and led by Commissioner Leslie E. Silverman, defines systemic cases as "pattern or practice, policy and/or class cases where the alleged discrimination has a broad impact on an industry, profession, company or geographic location." Recognizing that, over the years, the EEOC has pursued many systemic cases successfully, the task force found "many opportunities for improvement," according to the report's executive summary.

"The EEOC does not consistently and proactively identify systemic discrimination," the report said. "Instead, the agency typically focuses on individual allegations raised in charges." The task force cited a lack of institutional incentives to work on systemic cases, and the need for coordinated and consistent efforts across the country.

"combating systemic discrimination should be a top priority at EEOC and an intrinsic, ongoing part of the agency's work," the summary report said.

### **SHRM urges OFCCP to eliminate its EO survey** By Steve Bates

The Society for Human Resource Management (SHRM) agrees with the Office of Federal Contract Compliance Programs (OFCCP) that the agency's equal opportunity (EO) survey should be given early retirement.

Collection of data for the survey has been required for the past six years from companies that have federal government contracts. [The OFCCP](#), part of the U.S. Department of Labor's Employment Standards Administration, is responsible for ensuring that employers doing business with the federal government comply with laws and regulations requiring nondiscrimination and affirmative action.

The EO survey requests applicant hiring, promotion and termination data for full-time employees based on certain categories, plus compensation data by category. The categories themselves, set out on the Employer Information Report (EEO-1), are a matter of continuing controversy. Changes to the categories were approved Nov. 16 by the Equal Employment Opportunity Commission (EEOC) over the objections of SHRM and other employer groups. (See *HR News* article, [EEOC approves revised EEO-1 Form](#).)

In addition, the OFCCP requires that federal contractors create an affirmative action plan (AAP) and that they update it annually. The document must include the job title, gender, race and ethnicity of workers; the percentage of minorities and women in each job group based on similar content, wages and opportunities; the percentage of minorities and women available for promotions, transfers and training within the organization; and applicant flow, hires, terminations and promotions.

On Jan. 20, the OFCCP published a notice in the *Federal Register* seeking comments on its proposal to eliminate the EO survey, acknowledging that the data it gathers through the process "is largely duplicative of the information OFCCP receives during the first stages of a compliance evaluation." The agency has what it calls a tiered review system involving compliance checks, off-site review of records, focused reviews and full compliance reviews. (con't p. 5)

On March 28, [SHRM submitted comments](#) to the OFCCP applauding the agency's plan to eliminate the survey. "Based on the data collected and reported on both the AAP and EEO-1 reports," the comments state, "SHRM believes that the purpose of the EO survey may be achieved through an employer's current filing requirements for the AAP and EEO-1 report. Therefore, SHRM recommends that the OFCCP eliminate the EO survey."

## Battling Islamophobia in the Workplace

By **Rebecca R. Hastings**

[From the [SHRM Diversity Focus Area](#)]

Recent polls indicate that almost half of Americans have a negative perception of Islam and that one in four of those surveyed have "extreme" anti-Muslim views. Education is the key to changing viewpoints and minimizing [Islamophobia](#), experts say.

An [independent survey](#) by the [Council on American-Islamic Relations](#) (CAIR) shows that approximately one quarter of Americans consistently believe stereotypes such as "the Muslim religion teaches violence and hatred."

The CAIR survey also shows that just 2 percent of Americans said they were "very knowledgeable" about Islam. Some 60 percent of respondents characterized themselves as "not very knowledgeable" or "not at all knowledgeable" about Islam. The Washington-based CAIR says those figures demonstrate that education is the key to improving public perceptions of Islam.

A [similar poll by the Washington Post and ABC News](#) also found that one in four Americans "admitted to harboring prejudice toward Muslims." That survey indicated that 46 percent of Americans have a negative view of Islam, a 7 percent jump since the months following the Sept. 11 terror attacks. The Post-ABC poll also showed that the number of Americans who believe that Islam promotes violence has more than doubled since 2002.

The *Post's* report on the poll findings quoted experts who say that negative attitudes about Islam are "fueled in part by political statements and media reports that focus almost solely on the actions of Muslim extremists."

"The results of these polls indicate that there is a tremendous need for public education about Islam and the Muslim community's stance on a number of issues," said CAIR Board Chairman Parvez Ahmed. "While there seems to be a sizable minority of Americans who harbor extreme Islamophobic views, the majority has little knowledge of Islam and tends to base their perceptions on international events that do not reflect the daily reality experienced by the world's 1.3 billion Muslims."

## Reconsider Never Having To Say 'I'm Sorry'

By **Jathan Janove**

Conversations with employment lawyers, case law research and my own experience all suggest that employers and managers frequently overlook an apology as a means of preventing or resolving employment claims. One reason? A court or a jury may deem an apology to be an employer's admission of fault or liability. But the extent of that risk appears to be greatly overstated. While apologies occasionally contribute to employer liability, most of those cases involved *botched* apologies.

Employers' acknowledgments of an employee's suffering, apologies for miscommunications or misunderstandings, or expressions of regret over the effect of their decisions generally have not been deemed admissions of liability.

At the same time, an employer's failure to apologize often fuels the employee's anger. Both plaintiffs' and defense attorneys describe situations where they could have settled lawsuits quickly and cheaply—or averted them entirely—if the employer had acknowledged some responsibility for the consequences of its actions. In fact, an employer's genuine apology frequently helps to resolve a case for much less money than plaintiffs initially demanded—or sometimes for no cash at all, says plaintiffs' attorney Lauren Scholnick of Strindberg, Scholnick & Chamness in Salt Lake City. "Our clients, generally, just want to feel that someone heard them and will take responsibility for what happened to them," Scholnick says. "If the employer apologizes before there is even a legal proceeding of any type, the average employee won't even make an appointment to see me."

Just as important as saying the words "I'm sorry" is the approach taken to apologies in the workplace. Here are some rules to follow:

**1. Don't justify or excuse.** Have you ever been on the receiving end of an apology that began: "I apologize but ..."? Not very satisfying, was it?

**2. Don't force an apology.** This doesn't mean that management cannot require an employee who has violated the company's anti-harassment policy to apologize as a condition of continued employment. But the employer should ensure that the offending employee is prepared to commit not only to harassment-free behavior in the future but also to owning responsibility for both the current problem and its solution.

**3. Identify undisputed points.** How can an employer apologize sincerely to an employee whose own misbehavior contributed to an unpleasant outcome—or where the employer needs to preserve a legal defense? Identify and apologize for aspects of the situation you don't necessarily dispute. None of the apologies below admit fault or legal liability, but they do display the decision-maker's empathy and humility:

- You could tell a discharged employee: "I believe I communicated job expectations, and I'm sorry if they weren't clear to you or if you found them confusing."
- For an employee dissatisfied with the result of an internal investigation: "I understand you feel highly offended by John Doe's behavior. I'm sorry that our investigation was unable to substantiate your allegations, and I understand that also is upsetting to you."
- For the employee denied a promotion: "I understand that you feel we made a mistake in choosing Jane instead of you, and that you feel you are the most qualified person for the position. I know this is upsetting to you, and I'm sorry for that. We try to make the best choice we can under the circumstances. If it turns out we made a mistake, I apologize."

**4. Help resolve existing claims.** Even after a claim is filed, a well-timed and well-phrased apology sometimes can resolve it. When they are part of settlement negotiations or mediation conferences, apologies sometimes can be phrased (con't p. 6)

## Legislative Report Continued

more candidly than otherwise because courts usually will deem them to be privileged under federal or state law. That is, a party cannot use an apology made in this context against an opponent in the event the claim does not settle. Moreover, an employer typically can include an apology as a term of the actual settlement while at the same time expressly denying liability. The apology can be phrased in a way that does not create ammunition for other disgruntled employees.

**5. Vet apologies with counsel and insurance providers.** A note of caution for employers with employment practices liability insurance (EPLI)—especially involving apologies outside the settlement privilege: Have both legal counsel and your EPLI representatives review them in advance. Most policies contain language prohibiting an employer from taking any act that might "prejudice" defense of the claim. Violation of that provision could cause loss of coverage.

Apologies aren't risk-free. Rather, when problems surface internally, or even when they spill over into agency or court proceedings, employers should neither overlook nor summarily reject the notion of an apology as a tool to prevent or to resolve claims cost-effectively.

### FYI

NEWYORK- Saying surfing the web is equivalent to reading a newspaper or talking on the phone, an administrative law judge has suggested that only a reprimand is appropriate as punishment for a city worker accused of failing to heed warnings to stay off the Internet.

Administrative Law Judge John Spooner reached his decision in the case of Toquir Choudhri, a 14-year veteran of the [Department of Education](#) who had been accused of ignoring supervisors who told him to stop browsing the Internet at work.

The ruling came after Mayor Michael Bloomberg fired a worker in the city's legislative office in Albany earlier this year after he saw the man playing a game of solitaire on his computer.

In his decision, Spooner wrote: "It should be observed that the Internet has become the modern equivalent of a telephone or a daily newspaper, providing a combination of communication and information that most employees use as frequently in their personal lives as for their work."

He added: "For this reason, city agencies permit workers to use a telephone for personal calls, so long as this does not interfere with their overall work performance. Many agencies apply the same standard to the use of the Internet for personal purposes."

Spoooner dispensed the lightest possible punishment on Choudhri, a reprimand, after a search of Choudhri's computer files revealed he had visited several news and travel sites.

Martin Druyan, Choudhri's lawyer, called the ruling "very reasonable."

## CIC-SHRM

### Awards of Professional Excellence

Submitted by Charlotte A. Montgomery, Recognition Chair

As a Human Resource professional, the greatest compliment we can receive is to be recognized by our peers for a job well done. To this end, the Central Chapter created the Award of Professional Excellence for the HR Professional of the Year. This year the HR Professional of the Year designation was awarded to someone who has dedicated her life to the profession, Dyanne Ferk. Dyanne is the Interim Associate Dean, College of Business and Management/Associate Professor, Business Administration at the University of Illinois, Springfield Campus. She has served on the Board of Directors for the Central Chapter of SHRM, and has been instrumental in the careers of several of our members.

Dyanne has supported the mission of SHRM for many years, and as a professor at UIS, she educates our next generation of potential HR professionals as well as the managers that interact with those HR professionals. Dyanne works with the professors at UIS to improve the perception of HR, and is working to increase the HR curriculum at the University.

The Central Chapter also created the HR Champion Award to recognize those employers who believe in the HR profession and provide support to their HR staff. This year the designation was awarded to John Rugel of AIG American General. John is a native New Yorker who has worked in the insurance industry for 17 years. He has continually demonstrated support for the profession by encouraging timely communication between his managerial staff and HR. He is known for his teamwork and good communication skills with all levels of employees.

John worked with AIG's Learning and Development team to formulate learning plans, and recently completed the "lunch and learn" series on Leadership: Facilitating Change along with all managerial staff in his area. John recognizes the importance of developing employees at all levels of the organization and believes in rewarding people for a job well done.

Congratulations to both our winners!

## MEMBERSHIP SPECIAL

The Society for Human Resource Management (SHRM) is currently running a membership special for all new members joining SHRM using the online application located at:

[https://ecom.shrm.org/TimssSolutionSite2004\\_TPRO/default.aspx?tabid=124&PRODUCT\\_DISCOUNT\\_ID=01114](https://ecom.shrm.org/TimssSolutionSite2004_TPRO/default.aspx?tabid=124&PRODUCT_DISCOUNT_ID=01114)

This **special offer** gives first-time new members a first year price of \$145, which is **\$15 off regular dues**. Plus, each new member will also receive an SHRM Tote bag -- FREE!

Act now, this special offer is valid only through **May 31, 2006**.

SHRM membership will provide you with all of the resources and information you will need to stay at the forefront of the human resource management profession.

Free member benefits include:

SHRM Online [www.shrm.org](http://www.shrm.org)  
HR Careers [www.shrm.org/jobs](http://www.shrm.org/jobs)  
HR Magazine [www.shrm.org/hrmagazine](http://www.shrm.org/hrmagazine)  
SHRM Focus Areas [www.shrm.org/focusareas](http://www.shrm.org/focusareas)  
SHRM Information Center [www.shrm.org/hrinfo](http://www.shrm.org/hrinfo)  
HR Knowledge Center [www.shrm.org/kc](http://www.shrm.org/kc)  
Webcasts [www.shrm.org/webcast](http://www.shrm.org/webcast)  
In-depth Research Reports and Surveys [www.shrm.org/research](http://www.shrm.org/research)  
Government Representation [www.shrm.org/government](http://www.shrm.org/government)  
Networking [www.shrm.org/members](http://www.shrm.org/members)

Discounted member benefits Include:

SHRM Conferences [www.shrm.org/conferences](http://www.shrm.org/conferences)  
Seminars & Certificate Programs [www.shrm.org/seminars](http://www.shrm.org/seminars)  
SHRM Learning System [www.shrm.org/learning](http://www.shrm.org/learning)  
SHRM Academy [www.shrm.org/shrmacademy](http://www.shrm.org/shrmacademy)  
SPHR/PHR/GPHR Certification [www.hrci.org](http://www.hrci.org)  
SHRM e-Learning [www.shrm.org/elearning](http://www.shrm.org/elearning)

And much more! A complete list of benefits is available at [http://www.shrm.org/infokit/infokit\\_form.asp](http://www.shrm.org/infokit/infokit_form.asp)

Members of local SHRM Chapters realize the benefits of belonging to both their local chapter and SHRM. The value added services and resources provide “the total professional approach” for staying current on HR issues. SHRM is dedicated to the concept of teamwork—the chapters and SHRM working as a team to reinforce our commitment to our members and to the human resource management profession.

I encourage you to take advantage of this limited-time offer from SHRM and join today at:

[https://ecom.shrm.org/TimssSolutionSite2004\\_TPRO/default.aspx?tabid=124&PRODUCT\\_DISCOUNT\\_ID=01114](https://ecom.shrm.org/TimssSolutionSite2004_TPRO/default.aspx?tabid=124&PRODUCT_DISCOUNT_ID=01114)

Don't forget to include our chapter number, <0223>, on the online application to receive affiliation credit.

Regards,  
Penny L. McCarty, SPHR  
CIC-SHRM Chapter President

## Dave's Top Resource List

Well I am back again, fresh from an engagement surfing the World Wide Web. If you did not happen to, or for that matter, care to read what I had to say, you probably won't be reading this, BUT if you have stopped to look at what I have to say you will find that I am sharing some of my favorite HR related web sites, just as I did in the year's first news letter. There are numerous web sites out there that are hugely helpful. My intention was to share those that I have found to be exceptionally helpful.

<http://www.dol.gov/esa/whd/fmla/>

FMLA; do you know what that is? I hope so, if not you may have been living in a cave since 1993. Now that we know you know what FMLA is, I'll ask the next rhetorical question... Have you ever had any problems or issues with FMLA? Sure you have! This site is from the Department of Labor. It is very user friendly and intuitive. But if you're a real compliance geek like me you can even go to the Code of Federal Regulations and search the source. For the record, I have dealt with the DOL office here in Springfield and they too are quite helpful about FMLA, although I don't always like what they have to say.

<http://www.onetcodeconnector.org/>

This site too, is from our friends over at DOL. This site is helpful in researching job descriptions or writing job descriptions. I learned about this site at a chapter luncheon last year. See...it pays to attend! The site is easy to use and has a wealth of information.

<http://siri.uvm.edu/>

Up next we have a site called SIRI (pronounced SEAR- EE) which stands for *Safety Information Resources on the Internet*. This site has health and safety related material. They have information on MSDSs and other safety related matters. Another thing they have, which I have used on many occasions, is a library of power point files on safety related issues. All of the files are free, non-copyrighted files that are there for the downloading. Of course you may need to tweak it a little after you download it, but if you're suffering writer's block as you struggle to put together or update a presentation this is a great place to get started.

<http://www.unionfacts.com/unions/>

This site will probably only interest you if your business has a union or is under an organizational drive. So you might not need it right now but keep this one for later. This site has taken a wealth of information that unions must file with the federal government and presented it in a user friendly format. In the event that you did not know, union officials' wages and expenses are required to be public information. This information must be filed with DOL on LM-1 and LM-2 reports. In the past, this information has not been easy to obtain, although it is supposed to be in the public domain. This website presents all of that data in an easy to use format.

<http://wavcentral.com/movies.htm>

This site really has very little relation to HR work, but if you ever put sound in a power point presentation this site might be helpful. They have cataloged and made available for download, hundreds or sound bytes from movies and television show. Things like, "I'll be back," or "Show me the Money". It's just fun stuff. I once added a sound byte from Porky Pig to a power point presentation. He told my audience, "Thaaat's All Folks!"

If you have any questions about these web sites, or have problems getting to them just send me an email to [dryan@mel-o-cream.com](mailto:dryan@mel-o-cream.com), or if you have a web site that you think all of our chapter members should be made aware of, let me know.

Dave Ryan, Treasurer

## **\$50,000 in Regional Scholarships Available**

One tangible benefit of the SHRM Foundation is its support of scholarships for SHRM members. All chapter leaders are encouraged to help us spread the word about the 2006 Regional Scholarship Program. 60 scholarships totaling \$50,000 will be awarded in 2006. The awards program is designed to assist working SHRM members in meeting their professional development goals. SHRM members pursuing a college degree or professional certification are eligible to apply for either a \$1300 education scholarship or a \$600 certification scholarship. Twelve scholarships will be awarded in each of the five domestic regions, so applicants compete only with members in their own area. (Members outside the U.S. are also eligible to apply.) **The application deadline is July 15, 2006.** Note: student members and local-only members are not eligible for these awards. Contact Sandi Peyton ([speyton@shrm.org](mailto:speyton@shrm.org)) or your regional coordinator to request a free supply of scholarship brochures for your chapter. The scholarships are made possible by your generous support of the SHRM Foundation. Award applications and information are available online at: <http://www.shrm.org/foundation/EducationGrants.asp>.

## **New Barbara Sanchez Scholarships**

An additional scholarship program is now available for HR professionals in the media industry. Five \$1500 scholarships, one in each SHRM domestic region, will be awarded annually to SHRM members pursuing a college degree. Applicants must be SHRM members working full-time in human resources in the media field (includes print, publishing, cable & satellite, broadcasting, motion picture, internet and communications.)

In 2000, a scholarship fund was created to honor the late Barbara Sanchez, an HR director at Newsday and a dedicated member of the Media Human Resources Association (MHRA) board of directors. MHRA was disbanded in 2003, and it was agreed that the remaining scholarship funds would be awarded through the SHRM Foundation. Funding is available for this scholarship program through 2009.

**The application deadline is July 15, 2006.** Award applications and information are available online at: <http://www.shrm.org/foundation/EducationGrants.asp>. If you have additional question about either scholarship please contact Terry Finch [tfinch@shrm.org](mailto:tfinch@shrm.org) or your regional coordinator.

## **Diversity Update**

Debbie Potts, well known educator and community leader, will present a special diversity-oriented program at the CIC-SHRM chapter meeting on May 17. **A Look at Workplace Diversity** will focus particularly on Gender Equity issues, but will be oriented to related equity issues in the workplace

Ms. Potts, a Senior Education Specialist for the Illinois Office of Educational Services, is widely known for her contributions to educational progress in Career and Technical Education. The Illinois Office of Educational Services is a branch of Southern Illinois University with offices here in Springfield.

Other diversity related events are planned for future meetings. The Diversity Committee welcomes ideas and participation by all interested members. Of special interest are nominations of outstanding diversity programs in the Central Illinois area for special recognition. Please contact Robert W. Hotes, Ph.D., SPHR with ideas and suggestions. 217-726-6220, [DBLDOC@SBCGLOBAL.net](mailto:DBLDOC@SBCGLOBAL.net).

## Your Foundation at Work:

### *The SHRM Information Center*

The **SHRM Foundation** supports the SHRM Information Center through a quarter million dollar grant. The Information Center, a free service to SHRM members, publishes the online White Papers series, maintains the Competitive Practices Database and answers more than 70,000 HR inquiries annually. The Foundation grant ensures that the Information Center has the latest technology and the most current resources to help HR practitioners get the answers they need quickly and easily. For an overview of the Foundation's work, visit [www.shrm.org/foundation](http://www.shrm.org/foundation).

## Your Foundation at Work:

### *Effective Practice Guidelines*

If you are like most HR professionals, you probably have trouble keeping up with the latest research findings in human resources. To help make research-based knowledge more accessible, the SHRM Foundation has created a new series entitled [\*Effective Practice Guidelines\*](#). The guidelines compile and summarize the HR practices in a given area that have been shown to be effective based on research studies. A subject matter expert with both research and practitioner experience distills all relevant findings and expert opinion into specific advice on how to conduct effective HR practice. The first report in the series covers Performance Management and was written by Elaine Pulakos. The report may be downloaded free from the SHRM Foundation website.

The SHRM Foundation: *Investing in Your Future as an HR Leader*

## Leadership Team

Please call us with your questions or suggestions. We want to hear from you.

<b>President</b>	Penny McCarty, SPHR 545-5693 <a href="mailto:President@cic-shrm.org">President@cic-shrm.org</a>
<b>President Elect</b>	Nicole Ralph, PHR 786-2342 <a href="mailto:PresidentElect@cic-shrm.org">PresidentElect@cic-shrm.org</a>
<b>Vice President</b>	Vicky Fowler, PHR 636-8440 <a href="mailto:VicePresident@cic-shrm.org">VicePresident@cic-shrm.org</a>
<b>Diversity Committee Chair</b>	Robert Hotes, PhD, SPHR 744-2255 <a href="mailto:Diversity@cic-shrm.org">Diversity@cic-shrm.org</a>
<b>Legislative Affairs Committee Chair</b>	Larry Small, SPHR 787-2080 <a href="mailto:Legislative@cic-shrm.org">Legislative@cic-shrm.org</a>
<b>Membership Committee Chair</b>	Pattie Curry 698-2860 <a href="mailto:Membership@cic-shrm.org">Membership@cic-shrm.org</a>
<b>Public Relations Committee Chair</b>	Heather Dykes, PHR 747-2875 <a href="mailto:PublicRelations@cic-shrm.org">PublicRelations@cic-shrm.org</a>
<b>Recognition Committee Chair</b>	Charlotte Montgomery, CPA 782-5969 <a href="mailto:Recognition@cic-shrm.org">Recognition@cic-shrm.org</a>
<b>School to Work Committee Chair</b>	Kim Wonnell, SPHR 757-8660, x1095 <a href="mailto:WorkforceReadiness@cic-shrm.org">WorkforceReadiness@cic-shrm.org</a>
<b>Secretary</b>	Mary Minder 789-9340 <a href="mailto:Secretary@cic-shrm.org">Secretary@cic-shrm.org</a>
<b>Treasurer</b>	Dave Ryan 483-7272 <a href="mailto:Treasurer@cic-shrm.org">Treasurer@cic-shrm.org</a>

## LUNCHEON MEETING NOTICE

May 17, 2006

Hoogland Center for the Arts  
420 S. Sixth Street

**Program: A Look at Workplace Diversity.**

**Speaker: Debbie Potts**, Senior Education Specialist for the Illinois Office of Educational Services

**\*Remember to RSVP for the May 17 luncheon by Wednesday May 10**

### Reservation Reminders

- ◆ Reservations for the bi-monthly luncheons can be made by leaving a message on the chapter's message line at 698-6919 or by email at [Reservations@cic-shrm.org](mailto:Reservations@cic-shrm.org).
- ◆ Cost for the luncheon is \$15/person. All reservations must be paid at the door unless prepaid Advantage Member. No charge for attending the meeting only (no meal).
- ◆ Guests of members are welcome to attend; guests will receive one complimentary meal.
- ◆ An RSVP is required in order to secure a meal for each member or guest attending. Reservations made after the deadline will not include a meal. Non-registered attendees will not be eligible for a meal but are welcome to enjoy the meeting and network with fellow members.
- ◆ Please remember to state a menu selection in your RSVP for each person you register.
- ◆ Cancellations after deadline and no shows will be invoiced.