



# ALASKA SHRM STATE COUNCIL



## Meeting Minutes

A telephonic meeting of the Board of Directors of the Alaska SHRM State Council (ASSC) was held on December 6, 2016.

<u>Name:</u>	<u>Position:</u>	<u>Present/Absent:</u>
Anne Sakumoto, PHR, SHRM-CP	Director	P
Nancy Miller, SPHR, SHRM-SCP	Past-Director	P
Vacant	Director-Elect	-
Michael Ward, SPHR, GPHR, SHRM-SCP	Anchorage Chapter President	P
Ann Kjera, SHRM-SCP	Anchorage Chapter President-Elect	A
Russell Black	Mat-Su Chapter President	A
Vacant	Juneau Chapter President	-
Marianne Guffey, SHRM-CP, PHR	Fairbanks Chapter President-Elect	P
Patricia Mitchell, SPHR, SHRM-SCP	Diversity Director	P
Dr. Charla Brown	College Relations Director	A
Ben Krisher, PHR, SHRM-CP	Legislative Affairs Director	P
Patty Hickok, SPHR, GPHR, SHRM-SCP	Communications Director	P
Ann Flister, SPHR, SHRM-SCP	Workforce Readiness Director	P
Emi Aubertine, PHR, SHRM-CP	Secretary/Treasurer	P
Dr. David Rambow	SHRM Foundation	P
Patty Hickok, SPHR, GPHR, SHRM-SCP	Membership Director	P
TJ Alinen, SPHR, SHRM-SCP	Professional Develop. Director	A
Molly Webb, PHR, SHRM-CP	Certification Director	P
Nancy Miller, SPHR, GPHR, SHRM-SCP	Social Media	-
Dianna Gould, CAE	Pacific West Regional Director	P
Mike Letizia	MAC Representative	A

### Call to Order:

Anne called meeting to order at 12:00pm

### Meeting Minutes Approval –

Nancy Miller motions to adopt November 2016 meeting minutes. Molly Webb seconds.

Discussion: The ending time for November meeting was 1:03pm. Please add Nancy Miller as the Social Media Director. Minutes will be updated. No opposition. Minutes approved.





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## **Committee Reports:**

**Treasurer Report (Emi Aubertine)** – We have a couple of outstanding checks. The SHRM Foundation check on \$1,875.00 will be mailed out this week. Please submit your 2016 reimbursements as soon as possible so they can be processed.

## **Social Media (Nancy Miller) –**

**Workforce Readiness (Ann Flister)** – Veterans Job Fair booth was staffed by Patricia Mitchell. We worked with approximated 20 individuals in the workshops on resumes and interview skills.

## **College Relations (Dr. Charla Brown) –**

WBU, Anchorage Campus Student Chapter 5583.

- \* On November 15, two members of the SHRM student chapter presented at the Anchorage SHRM Chapter monthly luncheon. The topic will be Strategic Performance Management Systems.

- \* On November 19, the SHRM student chapter held its November monthly chapter meeting. The meeting was attended by four faculty and 18 students.

- \* Beginning November 28, the SHRM student chapter kicked off its 7th annual "Beanie Box" Christmas drive for Bean's Café. A Beanie Christmas box contains items such as" socks, mittens, toothbrush, nail clippers, deodorant etc. The Beanie Box drive ends December 16.

- \* During the month of November, the chapter recruited three new members.

- \* December 10, the SHRM Student chapter will hold its December monthly meeting.

For individuals not familiar with Bean's Café, the mission of Bean's Café is to provide hot meals and assistance to the population of homeless and working poor within the Anchorage area. Bean's Café embody the values of compassion, dignity and respect for all who enter its doors. WBU, Anchorage Campus SHRM Student Chapter has provided support of Bean's Café's mission for the past eight years.

Currently, I do not have students interested in the 2017 SHRM Student Case Competition for the Western Region will be held in Tigard, Oregon.

**Diversity (Patricia Mitchell)** – We will be ending 2016 Diversity Nugget with quotes from other people.

**Legislative Affairs (Ben Krisher)** – A Team is watching the changes that will come down with the newly elected President and his administration. There is a video on the Advocacy Center





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website about what changes to look for in the new administration. The new FLSA rule was blocked. There is an appeal in process but it will not be heard until after January 1, 2017 and after the new President is sworn into office. There is also a change to the EEO1 filing. You can view a webinar on the EEO website.

**SHRM Foundation (Dr. Dave Rambow)** – I received a report from the SHRM Foundation on the total contributions made by the Alaska State Council and the active chapters within the state. Currently, the Alaska SHRM Council has contributed a total of \$75, and no contributions by State chapters have been received. The cut-off date for donation to SHRM Foundation is December 31.

Chapter SHRM Foundations Directors are encouraged to submit their chapter's respective contributions as soon as possible.

**Communication/Membership (Patty Hickok)** –The final newsletter went to print. We should be receiving it by the end of the year. Right now we have 100 people signed up and that included vendor for the State Conference. Reminder email for the early bird will be going out. Ann Flister is taking over as the Communications Director in 2017 and responsibilities will be transferring over the next couple of months.

I have been working with the Southeast Chapter on their membership and helping them with the audit. We were able to finish it and send it in. Dianna Gould wants to set up a membership call with all Alaska Chapters.

**Certification (Molly Webb)** – I had the opportunity to attend the Washington DC conference. In 2017, SHRM will no longer offer HRCI credits for any of their sponsored conference or webinars. SHRM is not disallowing chapters from offering HRCI credits, but SHRM will no longer certify for HRCI credits. The SHRM Body of Knowledge will see significant changes in 2017. Shara English (Certification Director for ASHRM) is working to get the information out to our members. Test takers will no longer receive partial credit for second best answer on the certification test.

**Professional Development (TJ Alinen)** – We had approximately 70 participants on the November 2016 webinar program presented by Heather Kinzie. Our numbers ran a little low for the month but this can be attributed to the webinar date being last the Friday of the month prior to Thanksgiving week. Our next program is scheduled for January 27, 2017. The DOL will be presenting a topic on the Investigation of Employee Benefit programs.

Our SHRM preferred provider status was renewed through December 2017. I will working on the HRCI preferred provider renewal this week and will let you know if I have any difficulties.





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We have the following webinar programs lined up:

January 27, 2017; Investigation of Employee Benefits Programs, US Department of Labor – FULLY CONFIRMED February 24, 2017; Workplace Investigations (or similar title), Richard Birdsall with the Growth Company – AWAITING FINAL CONFIRMATION September 22, 2017; Gender Issues in the Workplace, Identity Alaska Inc – TENTATIVE October 27, 2017; HR Department of One, Dianna Gould SHRM – FULLY CONFIRMED January 19, 2018; The Real Deal on Form I-9, Dave Basham with Department of Homeland Security – FULLY CONFIRMED

I still have the following program dates/months open:

March 24, 2017

April 28, 2017

November 17, 2017

February 16, 2018

March 23, 2018

April 20, 2018

May 18, 2018

Let me know if you have any ideas for programming.

## **Chapter Reports:**

**Juneau (Dr. Brown) –**

## **Reporting & Administration**

- The chapter's CLIF report was successfully submitted.
- Molly obtained our certificate for recertification.
- Patty is conducting an audit of our membership.
- A proposed slate for 2017 chapter leadership has been presented to members which includes:
  - President (Chad Brown - HR Manager, Alaska Permanent Fund Corporation)
  - Treasurer/Secretary (Josh Hartman - HR Generalist, Hecla Mining Co.)
  - Professional Development/College Relations (Charla Brown, UAS)
  - Workforce Diversity (Amber Kilner - HR Manager, Juneau Alliance for Mental Health, Inc.)
  - Membership (Patty Hickok - ANC)
  - Recertification (Molly Webb - ANC)
- The Annual Election for 2017 is scheduled for 12/14.





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## Professional Development

- We had a successful November meeting with Joy Lyon, the Executive Director at the Association for Early Youth Development, discussing significant issues that Juneau has with the availability of childcare and how that impacts recruitment, work/life balance, job performance and organizational commitment. There were 10 people in attendance including two new members and one reactivated member.
- Our final event will be next Wednesday (Holiday Mixer & Annual Elections).

## Mat-Su (Russell Black absent) –

**Fairbanks (Marianne Guffey) –** We will follow up with Fairbanks SHRM Foundation donation. We will be working on the Fairbanks Shape award next month. Our next monthly luncheon is on laughter yoga.

**Anchorage (Michael Ward) –** We are working on filling the vacant spots on the Anchorage Board. Ann Kjera attended the Washington Leadership conference. She was very impressed with the information. There is no board meeting in December, instead we are having a Board get together at the Cattle Company. ASHRM decided to donate \$2500 to the SHRM Foundation. The silent auctions at the Networking Events were very successful. All 2017 monthly luncheon programs have been filled.

## Dianna's report:

**SHRM CERTIFICATION EXAM OFFICIALLY ACCREDITED** - After less than two years of operation, SHRM-SCP and SHRM-CP have been **officially accredited** by the highly respected Buros Center for Testing at the University of Nebraska-Lincoln. Buros is the leading test review body for many professional and technical exams, as well as, the premier entrance exams for medical, law and professional schools.

Two years after the Society for Human Resource Management (SHRM) launched its certification program, the exams required to attain SHRM Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) credentials are the most widely taken HR certification exams in the world, said Henry G. "Hank" Jackson, SHRM president and CEO, on Nov. 17 at the Volunteer Leader Summit. More than 96,000 HR professionals are now SHRM certified. Applications for the exams have increased nearly one-third over last year.

**Exciting Changes for SHRM Body of Competency and Knowledge:** In 2017 you will see updated definitions for each competency and functional area, behavioral competencies grouped by themes: business, interpersonal and leadership, the addition of sub-competencies for each







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behavioral competency and the addition of key concepts for each behavioral competency. Learn more about these enhancements by downloading the updated SHRM BoCK.

### **SHRM EMPLOYMENT LAW & LEGISLATIVE CONFERENCE March 13-15, 2017:**

**Registration is now open ([Registration Link](#)).** In 2017, Americans welcome a new president and the members of the 115th Congress. Register for SHRM's 2017 Employment Law and Legislative Conference for a look ahead at the workplace policy agenda for the coming year. This conference provides you with the latest legislative updates, compliance and regulatory issues, and a unique opportunity to visit with your congressional offices. You'll get comprehensive, actionable programming that provides you with the information you need protect your organizations and manage your company's risk. Speaking of advocacy – a huge thanks to all of you who attended the Volunteer Leader Summit and participated in the Capitol Hill visit (there were more than 350 of you). Also, our members sent 2,600 letters to their representatives in support of the overtime bill (which was due to go into effect Dec. 1 but now has been postponed. Thanks, in part, to your voices being heard).

**SHRM MEMBERSHIP** - SHRM membership has grown to 289,000, and members represent more than 70,000 organizations. We have a record 23,000 student members and 1,100 executive members, a 150 percent rise since we affiliated with HR People + Strategy. SHRM is more globally influential than ever with a network of partners in 65 countries delivering certification, professional development and community.

Below is a list of some of the most current things we are doing for you; our valued volunteer leaders and members:

**DECEMBER 1, 2017:** Did you submit your State Council Leadership Information Forms ([Click Here](#)) Chapter Leader Information forms ([CLIF form click here](#))? Please do it as soon as possible.

**SHRM17 VOLUNTEER LEADER RATE LOWEST AVAILABLE:** In appreciation of your hard work and support as a SHRM Volunteer Leader in 2016, SHRM is pleased to offer you a discounted conference registration rate. The discounted rate for the SHRM 2017 Annual Conference & Exposition is \$995. This is the lowest individual rate for the 2017 Conference -- but it's only available to you at that rate through February 3, 2017. Please don't miss out on your chance to register. To receive the discounted rate for Volunteer Leaders, be sure to register by February 3, 2017. Registration is quick and easy! Visit the [Annual Conference web site](#) and register online.

**SHRM 2017 MEMBER ADVISORY COUNCIL:** I am excited to announce the 2017 SHRM Member Advisory Council. Representing the Pacific West is Roshelle Pavlin from Washington State and the PW Alternate is Brooks Robertson from Montana. Angie Brawdy (IN) will again be representing the North Central Region and the NC Region Alternate is Pat Lund (SD). Sharon Sellers (SC) will be serving a second term as MAC rep for the Southeast Region and Carol McDaniel (FL) is the SE Region Alternate. Laraine Knauss (NJ) is the MAC rep for the Northeast Region and Mike Klyop (NH) is the Alternate. Denise Montoya (NM) will be representing the Southwest Central Region and Michele Burns (AR) will be the Alternate. Congratulations to all!

### **SPECIAL 2017 ANNUAL CONFERENCE RATE FOR STUDENTS AND CHAPTER**

**ADVISORS:** Students: \$315, Chapter Advisors/Faculty: \$470. Unlike other conference rates, there is no "expiration date" on these special rates for eligible members.





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**SHRM FOUNDATION CELEBRATES ITS 50<sup>TH</sup> YEAR ANNIVERSARY. SHAPE deadline for submitting Foundation donations is **December 31**:** To be eligible for an Excel award, your chapter/state council must make a donation directly to the SHRM Foundation (see SHAPE item 5).

- View updated contribution reports by visiting [shrmfoundation.org](http://shrmfoundation.org) and click on “Volunteer Resources.” These reports, updated bi-weekly, include all gifts from chapters/councils and all gifts made by chapter members or members from your state.
- Visit [shrmfoundation.org/donate](http://shrmfoundation.org/donate) to learn how to donate online, via phone, or by mail. **BEST PRACTICE:** Send in a small donation now and meet the SHAPE requirement. Another donation can be done later in the year but you can know that you are covered with that particular requirement. It is easy to forget so just helping you out by this friendly suggestion.

### SHRM FOUNDATION AGING WORKFORCE INITIATIVE:

The SHRM Foundation is focused on championing workforce and workplace transformation and inspiring HR professionals to make it happen. As a chapter or state council, join us in challenging aging workforce myths and become an Aging Workforce Partner with the SHRM Foundation!

#### We need your help!

Share these free materials with your members by visiting [shrmfoundation.org/aginginitiative](http://shrmfoundation.org/aginginitiative).

### FIVE SIMPLE STEPS TO ENGAGE YOUR MEMBERS



**Make a commitment to participate.** Designate a chapter or council champion (e.g., SHRM Foundation director, workforce readiness chair or past president) to coordinate and lead these activities.



**Poll your members.** Use the SHRM Preparing for an Aging Workforce Survey to compare your members' readiness for the aging workforce to the national survey fielded by SHRM. Share and discuss the results with your members.



**Present the 10-minute PowerPoint presentation at a chapter or state council meeting.** The provided presentation will explain why this issue is important, how to take action and where to find resources.



**Post a link to aging workforce resources on your website.** Make it easy for your members to find the resources they need to address aging workforce issues in their organizations.



**Make a difference in your community.** Engage your members in a local event or service project to help your community, raise funds or raise awareness.

**E-BLAST HOLIDAY BLACKOUT PERIOD** - Due to staffing issues during the holidays, SHRM will not send any e-blasts on behalf of Chapters or State Councils from **December 17 until January 5**. Request for e-blasts to be sent by December 16 must be received by December 5 to comply with the 10 business day lead time. For those planning to have an e-blast launch





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immediately after the blackout period on January 6, requests must be in by December 26. To access the e-blast forms, [click here](#).

**2017 IMPORTANT DATE:** January 31, 2017. The day that the State Council and Chapter SHAPE reports are due. The SHAPE submission form for both the State Council and Chapters is scheduled to be available after the Volunteer Leader Summit. Best practice is to have a password that is shared with all your board members so each individual that is responsible for a specific role or initiative can input the information. Don't let the responsibility fall on one leader's shoulders as you belong to a board and all board members should be empowered and accountable. It is best to copy and paste the information from a Word document into the SHAPE form in the event there are any problems with saving the information you put in.

**2017 REGIONAL COUNCIL BUSINESS MEETING:** Please plan and budget for you State Council Director, State Council Director-Elect and your State Council Workforce Readiness Director to attend the 2017 Regional Council Business Meeting in San Diego, CA Feb. 10-11, 2017. Registration is currently open.

**2017 MEMBERSHIP DUES ARE CHANGING:** 2017 members will see an increase in dues from \$190 to \$199 for an annual professional, associate or general membership. This adjustment will be effective for membership dues that have start dates on or after January 1, 2017. The rate offered to chapter members who receive a discounted SHRM membership first-year rate (0118 promotional code still in effect) will be \$185. Increases will also be realized in the following segments:

- Student Chapter Advisors will move from \$100 to \$110
- Chapter Management Professionals (CMPs) will move from \$100 to \$110

The following rates remain unchanged: Student membership is \$40. Transitional membership after graduation is \$90/year for first two years after graduation before moving to the full professional member rate of \$199.

**NEW SHRM AFFILIATE PRINTING PORTAL** – This exciting option for chapters was announced at the Volunteer Leader Summit November 18, 2016. The portal is scheduled to go live on January 3, 2017. You can get additional information about this new benefit by going to the Volunteer Leader Resource Center.

**SHRM STORE** – Looking to find a way to recognize your volunteers? To have SHRM logo items at your events? Well look no more. There is now a separate tab on the SHRM store website ([SHRM Store Log In](#)) for affiliates of SHRM that can browse all types of SHRM logo items.

**SHRM SUPPORT TEAM:** Our sincere thank you for all you did this year. Remember PAC WEST is the BEST and it is because of you. Happy holidays

**MAC Report (Mike Letizia absent) –**

**Past Director (Nancy Miller) –**







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**Director's Report (Anne Sakumoto)** – At the Volunteer Leaders' Summit, we heard SHRM is encouraging and supporting the communication of recertification. Those who initially certified with the SHRM program are coming to that point in time to recertify. If you recertify early, your recertification cycle is still based your original certification date. We received great tips on auditing and compliance in order to make sure we are conducting our due diligence. That would be a good topic for one of our Board meetings. The State Council Leadership Information Form will be submitted this week. Badges will be ordered soon, but if you already have a badge and you would like it updated, please email those changes by the end of the day. There was no opposition to not having a Board meeting January 2017, but we will be putting together an updated contact list. The first Tuesday of the month in July is a holiday and we will discuss how to handle that monthly meeting.

**There were no other comments.**

**Adjournment:**

**The meeting was adjourned at 12:58pm.**

**Prepared by:**

**Emi Aubertine**

**Treasurer/Secretary**



**facebook**

