



Lincoln
Human
Resource
Management
Association



PO Box 81066, Lincoln, NE 68501-1066
www.lincolnhrr.org



Volume 7, Issue 3

March, 2016

Program: Leading, Coaching, and Educating: Change your Mindset to Them
Workshop: Communication and Learning: The Foundation for Changing your Focus to Them

WHEN:

Tuesday, March 8th, 2016
11:00 – 11:30 Registration
11:30 – 12:00 Lunch & Announcements
12:00 – 1:00 Keynote Session
1:15 – 3:15 Workshop

This month's program and workshop have been pre-approved for General recertification Hours from both SHRM and HRCI.

WHERE:

Hillcrest Country Club—9401 O Street, Lincoln, NE 68527
Parking is FREE!

COST:

Program Registration Fee: LHRMA members—\$15
All Other Attendees—\$25
College Student Chapter Members—FREE (You must register with Jenessa Keiser, College Relations Chair)

Workshop Registration Fee: All Attendees—\$35

MENU: Pasta Buffet, Garlic bread, House Salad, and Assorted Cookies

DEADLINE: Register/cancel your registration by **12:00 noon, Friday, Mar. 4th**.

REMINDER: There is a \$10 fee for late registrations and for no-shows. This \$10 fee is in addition to the regular registration fee. Please try your hardest to register on time, as late registrations and no-shows make it difficult on everyone involved.

About Our Program:

Learning Outcomes: Attendees will:

1. Recognize their role and responsibility as leaders, HR professionals, coaches and educators in taking those who are under their mentorship to some place new
2. Acknowledge the value of learning to know, accept, and utilize the characteristics of those you lead
3. Be challenged to ask themselves the following questions so they can improve their abilities to be reflective practitioner of leadership
 - Who am I?
 - Where do you want to lead them?
 - How do I get them there?
 - How do you know you get them there?
4. Improve their abilities to connect how people learn to leading, coaching and educating.

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About Our Workshop:

Communication and Learning: The Foundation for Changing your Focus to Them.

The afternoon workshop will provide opportunities to design practical strategies and approaches to improve the participant's ability to create more effective communication and learning environments.

About Our Speaker:

Dr. Dave Gosselin believes we all have the capacity to be leaders and change someone's life. Over the past 30 years, he has developed a passion for coaching, educating people, and modeling leadership for young people. Dave is an award-winning coach, educator, and author. He has coached youth, high school and college soccer in Lincoln, NE for nearly 20 years. He is the author of Focus on Them: Leading the Mindset Revolution for Coaches, Educators, and Business Leaders. Dave is currently Director of Environmental Studies, and Professor at the University of Nebraska-Lincoln.

Book for sale: "Focus on Them: Leading the Mindset Revolution for Coaches, Educators, and Business Leaders."

The Career Academy and 1st Job-Lincoln

Entering its fourth year in 2016, I am pleased to announce that the Lincoln Human Resource Management Association (LHRMA) is now collaborating with The Career Academy as a strategic partner for our 1st Job-Lincoln program, continuing our focus on working with high school youth who are interested in the information technology field. We believe information technology skills continues to be a prominent need in our community and is a field that touches most every employer's needs, small or large, regardless of industry type.

As a LHRMA member, I am reaching out to you in hopes of involving your organization for our 2016 program. Registration is now open for employers to sign up as a 2016 Champion Employer. Please click on this link that will take you to our registration page: <http://lincolnhr.org/employer-sign-up/>

In addition to The Career Academy, 1st Job-Lincoln has been endorsed by the City of Lincoln's Greater Lincoln Workforce Development Board, the Lincoln Partnership for Economic Development, and many other employers in our community. Please click [here for the press release](#), click [here for the executive summary](#), and finally [here for a Q&A document](#) with other information you may find helpful about 1st Job-Lincoln.

We hope you will consider joining this win-win endeavor as recognized leaders in our community. Please don't hesitate to contact me with any questions you may have.

Kim Michael, PHR, SHRM-CP

LHRMA Board of Directors

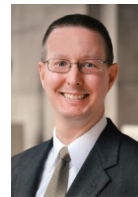
Workforce Readiness Committee Director

402-441-4350

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Facebook: <https://www.facebook.com/1stJobLincoln>

Website: <http://lincolnhr.org/1st-job-lincoln/>



President's Message

Joel Scherling, LHRMA President

The LHRMA Board of Directors held its annual strategic planning meeting in January to chart the course for 2016. Each board member developed an action plan, which specifies key deliverables, required resources, timelines, and so on. Some of the key activities planned for this year include: holding spring and fall SHRM certification preparation classes; promoting college student chapter involvement/ formation; promoting and assisting with volunteer opportunities in the community; continuing to enhance our website (including our new blog) and social media presence; and continuing our 1st Job-Lincoln initiative. The Programs Committee has the schedule set for the entire calendar year. We'll be bringing you a broad variety of luncheon programs and workshops. Of special note is a two-hour luncheon program in April on changes to the FLSA, a special presentation on Medicare for HR Professionals from 10:30-11:30 a.m. preceding the May luncheon meeting, and a four-part Leadership series targeting senior HR professionals (but open to all), which will begin in May.

You may not know that SHRM requires each chapter to meet minimum qualifications each year in order to be considered a chapter in good standing. These requirements are summarized below.

SHRM Affiliate Program for Excellence (SHAPE) - Part I

1. Based on our chapter affiliation date, at least 30% of chapter membership must be active SHRM members. (SHRM's proposed requirement for chapters to have 51% or more active SHRM members has been "postponed." Currently, 49.75% of our members are also SHRM members.
2. Submit a roster of our board members by December 1, 2016.
3. Provide year-end financial results (e.g., income, expenses, assets) for 2016.
4. Use the SHRM "AFFILIATE OF" logo correctly, consistently and prominently.
5. Submit the chapter's membership roster for auditing by SHRM staff and periodically conduct our own internal audit.
6. Hold a minimum of four chapter programming events and four chapter board meetings in 2016.

SHRM Affiliate Program for Excellence (SHAPE) - Part II

1. A board member will participate in at least 75% of state council meetings and conference calls, including representation at the state leadership conference.
2. Offer prime booth space and a minimum of 15 minutes of podium time to SHRM staff if our chapter has an event with over 200 attendees.
3. Represent the chapter at the 2016 SHRM Volunteer Leaders' Summit.
4. Promote the SHRM Annual Conference to members.
5. Support the SHRM Foundation by making a contribution directly from the chapter's funds.
6. Promote SHRM Certification and Recertification by maintaining SHRM Recertification Provider status.



2016 SHRM Excel Awards

In addition to the SHAPE requirements, SHRM strongly encourages each of its affiliated chapters and state councils to establish goals and strategic initiatives in support of the HR profession and to meet the needs of HR professionals. These goals and initiatives allow chapters to increase their visibility and effectiveness as well as expand impact within the HR community, and are the basis for SHRM's Excel Awards.

The Excel Awards recognize achievements by SHRM chapters and state councils in three categories:

SERVING HR PROFESSIONALS	Initiatives that support and promote professionals with HR responsibility to be successful business leaders. Activities may be related to certification, professional learning, or skills development.
ADVANCING THE HR PROFESSION	Initiatives advancing the HR Profession by creating awareness with or supporting key constituents including workplace, government and regulatory representatives, employers, schools, media and the community at large. Activities may be outreach and awareness programs, government or public affairs, or focused on key issues such as inclusion, diversity, or workforce readiness.
ENHANCING THE SHRM COMMUNITY	Initiatives providing programs and services that support SHRM, meet members' needs, or further the Chapter or State Council efforts. Activities may include efforts to foster member engagement, retention and acquisition, volunteer development and recognition, or supporting the SHRM Foundation (e.g., conducting a leadership campaign, hosting a fundraising event, or receiving a SHRM Foundation Innovation Award).

LHRMA's 2016 Excel Initiatives

LHRMA will strive for the highest (Platinum) award level, which requires the completion of four initiatives. At least one of the four initiatives must focus on membership (i.e., acquisition, engagement or retention). At this time, the four initiatives the board plans for in 2016 include:

- > Serving HR professionals – Offer a four-part series on Strategic HR Leadership, targeting senior HR professionals (but open to all)
- > Advancing the HR profession – Create volunteer opportunities for members to be of service to the community and to expand awareness of LHRMA as an organization
- > Enhancing the SHRM community – Activate the blog on the LHRMA website to serve as a resource and expanded networking opportunity for members
- > Membership – Conduct formal orientation sessions for new members on a quarterly basis and create a New Member Referral/Reward Program

It's going to be a busy and fruitful year. We look forward to your participation.

Something to think about -

Suppose for a moment that you are truly color-blind: all you can see is black and white. Then one day you wake up to find you can now see one color. Which color would you want it to be?

LHRMA Member Opportunity for Community Outreach

The University of Nebraska-Lincoln Career Services and Career Exploration Center is seeking LHRMA panelist to help students connect their majors to careers. As a panelist, you will have the opportunity to use your personal and professional experience to answer student questions such as:

- What skills are employers looking for?
- What are the “sure thing” majors?
- Which is more important to employers, academics or extracurricular activities?
- What should I do now to prepare for career opportunities?

“The Employer Perspective: Connecting Majors to Careers,” which will be held on Wednesday, March 9, from 4-5pm in the Nebraska Union. This event is a collaboration between UNL Career Services and the UNL Explore Center. If you are interested in participating, contact me at emily@unl.edu or 402-472-6364.

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Legal Update

So You Want to Review Your Employee's I-9s?

Jack L. Shultz & Kramer L. Lyons, Law Clerk

O'Neill, Heinrich, Damkroger, Bergmeyer & Shultz, P.C. L.L.O.

The U.S. Immigration and Customs Enforcement office ("ICE") recently published an article titled, "Guidance for Employers Conducting Internal Employment Eligibility Verification Form I-9 Audits." While an official Form I-9 audit is performed by the Department of Labor ("DOL"), employers should periodically review their employees' Form I-9's to check compliance. The article provides guidance on structuring Form I-9 audits in a manner consistent with the employer sanctions and anti-discrimination provisions of the Immigration and Nationality Act ("INA").

A major concern for employers regarding Form I-9 audits is avoiding discriminatory practices when determining the scope and performing the audit. According to the guidance, an employer may choose to review all Forms I-9 or a sample of Forms I-9. Employers should use careful consideration to avoid discriminatory or retaliatory audits, or the perception that such audits are being conducted in a discriminatory or retaliatory nature. This includes avoiding audits based on an employee's citizenship status and national origin. The timing, scope, and selective nature of the audit should also be considered so the audit does not appear to be discriminatory or retaliatory.

Before conducting the audit, employers are encouraged to be transparent with employees regarding the reason for the audit and what employees can expect from the Form I-9 review. Processes for fielding and answering questions, documentation of communications, and dealing with concerns should be well thought out and in place before an internal audit is commenced.

If, when reviewing an employee's Form I-9, the employer finds an error in Section 1, which contains the employee's basic personal information and attestation of work authorization, the employer should ask the employee to correct the error. The suggested best practice for correcting an error in Section 1 is to have the employee draw a line through the incorrect information, enter the correct or omitted information, and initial and date the correction or omitted information. If the employer is no longer working for the employer, the employer should attach to the existing Form I-9 a signed and dated statement identifying the error or omission and explain why corrections could not be made.

An employer may, however, make corrections on Sections 2 and 3 of the Form I-9. Section 2 deals with documentation verifying the employee's authorization to work, while Section 3 deals with reverification or rehiring an employee. In order to make corrections in these sections, the employer should draw a line through incorrect information, enter the correct information, initial the correction and date the new information. An employer should never erase text, use white out, or backdate the Form I-9.

If it is discovered that a Form I-9 was never completed or an entire section was left blank, a current version of the Form should be completed as soon as possible. The employer should also promptly complete either Section 2 or 3 if it was originally left blank. An employer should attach a signed and dated explanation of the corrective action taken. The employer should not backdate when the Form was completed, but should clearly mark the date in which actual employment started. However, an employer should not obtain new Forms I-9 from its existing employees without regard to whether a particular Form I-9 is deficient or without reason to believe that systematic deficiencies in verification process raise questions about all previously completed Forms I-9. Doing so may raise discrimination concerns.

When reviewing Section 2, employers should not assume documentation is insufficient because it does not satisfy the current rules or appear on the list of acceptable documents currently in effect. As the

(Continued on page 7)

list of acceptable documents verifying employment eligibility has changed over the years, the employer should determine whether the documentation was acceptable at the time the Form I-9 was completed. If, however, it is discovered that an employee's Form I-9 did not contain sufficient documentation to meet employment eligibility requirements upon hire, an employer should ask the employee to present documentation sufficient to meet the requirements of the current version of the Form I-9. The employer should not ask for a specific document as the employee should be permitted to present his or her choice of documents as long as they are acceptable for employment eligibility verification purposes.

Under the INA, it is unlawful for an employer, after hiring an alien for employment, to continue to employ the alien knowing that the alien is, or has become, unauthorized for employment. The word "knowing" not only includes actual knowledge, but also knowledge which may be fairly inferred through a notice of certain facts and circumstances that would lead a person, through the exercise of reasonable care, to know about an individual's unlawful employment status. However, an employer may continue, upon completion of a new Form I-9, to employ an employee who was previously not work-authorized but currently is. The new Form I-9 should be attached to the previous Form I-9 with a signed and dated explanation.

If questions are raised about an employee's work authorization, an employer should provide a reasonable amount of time to address any deficiencies associated with their Form I-9. An employer should recognize that some documents could take more than 120 days to obtain. This reasonableness of a time-frame is determined on a case-by-case basis.

The guidance from the ICE emphasizes that when conducting internal reviews, it is important to be transparent and perform the reviews without discrimination or retaliation. The process of the audit and how to handle errors and omissions should be in place before the audit commences. If, through that process, an employee is discovered not to be work-authorized, it is unlawful to continue to employ that person.

Editor's Note: This article is not intended to provide legal advice to our readers. Rather, this article is intended to alert our readers to new and developing issues and to provide some common sense answers to complex legal questions. Readers are urged to consult their own legal counsel or the authors of this article if the reader wishes to obtain a specific legal opinion regarding how these legal standards may apply to their particular circumstances. The authors of this article, Jack L. Shultz and Kramer L. Lyons, Senior Certified Law Student, can be contacted at 402/434-3000, or at O'Neill, Heinrich, Damkroger, Bergmeyer & Shultz, P.C., L.L.O., P.O. Box 82028, Lincoln, NE 68501-2028, jshultz@ohdbslaw.com.

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Something to think about -

If you could have any book instantly memorized cover to cover, which book would you choose?

Wellness News

Workplace Wellness = Less Sitting

Dr. Randy McCracken

McCracken Chiropractic Clinic

In a previous article I discussed how sitting is the new smoking. Research has revealed that people who spend four hours sitting in the evening showed a 50% increase in dying then those who only spent two hours sitting. They also noted increased sitting doubled their risk of developing heart disease and metabolic diseases, as well as the risk of dying from all causes. Researchers in another study linked cancer with pro-longed sitting due to the lack of movement or physical activity. It is now recommended that we stand or walk and decrease the time spent sitting. One way to combat sitting is through the use of standing desks at the workplace. There was an excellent article by Aisha Sultan from the St. Louis Dispatch in the Lincoln Journal Star on 2/6/16 titled "The truth behind standing desks". The article points out that quitting the sitting habit can be just as difficult as stopping smoking. Use of the standing desk does have its challenges. The author did note a decrease in her lower back pain. She also offered tips for a healthier work day:

Tips to keep moving:

- Use a printer or restroom on a different floor.
- Take the stairs.
- Leave the office for an afternoon stroll or coffee run.
- Set a notification on your computer that reminds you to move every 30 minutes.
- Get up to talk to a colleague instead of sending an email.
- Have a walking or standing meeting.
- Stand while talking on the phone.
- Pause and stretch.
- Take a quick walk during a lunch break.
- Build up the amount of time you stand gradually.

All in all the more you move and sit less the better it is for your health and longevity. Also, it will significantly decrease the stress to your lower back resulting in fewer lower back problems.

Dr. Randy McCracken provides on-site workshops and stress assessments free-of-charge. Improved health, decreased health costs and increased productivity have been noted with on-site chiropractic treatment. For more information contact him @drmcracken@windstream.net

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EAP Corner

Leading with Levity

Valerie Williams, LMHP

Continuum

Ever get the feeling your team is work-weary or you're starting to stagnate in the day-to-day minutiae involved in leading others and meeting deadlines? While it is critical to attend to the tasks that ensure meeting organizational goals, defaulting to the daily grind creates a disconnect between what people do for a living and what they find stimulating or meaningful to them. Oscar Wilde once quoted, "Life is too important to be taken seriously." Since over one third of our waking hours during a lifetime will be spent at work, it is worth cultivating a workplace environment that inspires people to contribute their unique skill sets, creative ideas, and positive energy to the common interest of company achievement. When we lighten up and inject a little humor (and humanity) into the office culture, there is an increased likelihood of individual productivity and collective enthusiasm.

Here are some fresh ways to have fun and "play it forward" at work:

Recognition Rituals: We've got a purple stuffed dinosaur that circulates around the office as a symbol of recognition to the employee who has gone "above & beyond" in their work. The nomination can be transparent or anonymous, but it is sure to be received as a gesture of goodwill and enhance camaraderie. Use a silly bobble head, gaudy trophy or other figurine to have a little fun in recognizing effort and ability.

Encourage a creative culture: Help individuals use their talents and allow them freedom to work in a way that gives them fulfillment. Google is known for allowing employees twenty percent of their time to work on individual projects that may lead to an innovative idea for the company.

Try a job swap or job shadow: This is intended to let employees get a new perspective of their coworkers' responsibilities by trying out their job for the day, or even an hour. The result? Empathy for the challenges their coworkers encounter on a daily basis, and understanding different aspects of company operations.

Develop a club: This offers an opportunity to connect through a common personal interest like books, knitting, or the arts. Create a goal for the club and offer an incentive to reach it, such as a casual day or company-sponsored charitable donation in the club's name.

Friday 15: This has nothing to do with the usual everyday work. Maintain a creative culture by setting up quick team building activities (15 minutes max) to engage employees in problem solving games or friendly competitions.

Spotlight an employee: This Q & A interview is designed to highlight an employee's personal interests and accomplishments, and build a sense of community. Alternatively, you can have a show & tell forum of sharing favorite music, movies, or your own version of "Throwback Thursday" photos.

It is possible to be productive and happy at work! When you take having fun seriously, the outcome is a win-win of quality engagement with your employees and team cohesion.



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Community Outreach –Spotlight

March 2016

Shannon Rowen, M.A., Community Outreach Chair
Assistant Professor of Practice
University of Nebraska-Lincoln

In thinking about our goals for the year, the Community Outreach Committee wanted to keep in the forefront the purpose of the committee. The purpose of this committee is to enhance and promote LHRMA members' community involvement through networking and volunteer opportunities. This is a BROAD definition, but good in the way that we have a lot of room to be creative in community outreach efforts.

This month we are showcasing Project SEARCH as an example of a model program for community outreach. I'll explain what this program is, so that you may see if this is a program for your company or organization.



Project | SEARCH

Project SEARCH is a high school transition program started by Erin Riehle, Director of Cincinnati's Children's Emergency Department. Ms. Riehle felt because they served individuals with disabilities, they should commit to hiring people with disabilities. She presented her idea to a local special education director and they launched Project SEARCH. Since its inception, they have grown from the one site to over 300 sites in six countries.

The one year school-to-work program facilitates a combination of classroom instruction, career exploration, and hands on training worksite rotations for youth participants. Other benefits of the transition program included inspiring and energizing of longtime staff and increased awareness for employees in working with individuals with disabilities. Once completing the internship, many of the youth completing internships with Project SEARCH are hired for permanent positions.

According to Project SEARCH, there are two partners in Lincoln - Embassy Suites and CHI Health St. Elizabeth. I've had the pleasure of hearing and learning about their program from Embassy Suite managers and staff and have been impressed with the excitement, energy, and dedication to the program and its participants. In looking for ways to not only give back to the community, staff your business and to energize your employees, Project SEARCH seems to be a fantastic opportunity to do just that! There are ways for you and your company to get involved by starting a Project SEARCH, and/or donating to project SEARCH.

You can learn more by going to http://www.vr.nebraska.gov/partners/project_search.html.

Membership

The Membership Committee encourages individuals in the Human Resource field to become involved in LHRMA and SHRM. Do you have strengths to contribute in this area? You could "plug in" by assisting with activities such as the following:

- Develop initiatives to generate interest by prospective members;
- Assist with new member orientation;
- Assist with activities designed to enhance the new member experience (e.g., new member coffees, staff the new member table at monthly meetings); and
- Develop ideas to market LHRMA to potential new members.

LHRMA Board Member Profile

Membership: Jamie Mohrman



Jamie Mohrman

Q. Where were you raised?

A. Columbus, NE

Q. Tell us about your family.

A. I have been married to my husband, Kade, for five years.

Q. Outside of work, what do you enjoy doing?

A. I enjoy cooking and learning new recipes, spending time with friends and family, reading and attending concerts and sporting events.

Q. What are your favorites?

- Meal – Pizza from The Isles or the Raspberry Beret from LeadBelly
- Candy – Reese's Peanut Butter Cups
- Cookies – Peanut Butter
- Book – The Great Gatsby
- Band – Coldplay & Fleetwood Mac
- Music genre/song – Classic & Alternative Rock
- TV show – Modern Family
- Movie – Any Chris Farley movie
- Thing to do on a day off – Shop, try a new restaurant or winery, or go to a local event with friends

Q. What's your educational background?

A. I attended Wayne State College, where I received a Bachelor's of Speech Communication with an Emphasis in Organizational Leadership.

Q. What kind of work did you do to get through college?

A. I worked at a clothing boutique called Barbara Jean's and sold ads for *The Wayne Stater* newspaper.

Q. How did you come to a position in the field of HR?

A. I have always loved working with people and strategizing steps for career growth, while helping employees stay engaged and satisfied in the process. I began my HR career in the staffing world, where I found my true passion to pursue a career in HR Management.

Q. How long have you worked in the field of HR?

A. Five years.

Q. What certifications do you hold?

A. PHR and SHRM-CP.

Q. Tell us about your current position.

A. I work for Kidwell, Inc., a technology and

electrical solutions company that has been in business for over 60 years. We provide services in information technology, business phone systems, healthcare communications, security, electrical services and data cabling. Most recently, we've entered the Software as a Service (SAS) arena and developed our own electronic performance appraisal system. We currently have over 160 employees. I am the HR Generalist handling all functions of recruiting, hiring, onboarding, benefits enrollment and wellness, along with overall strategic engagement and leadership development throughout our diverse company.



Q. In what area of HR do you consider yourself an expert?

A. Employee engagement and performance management.

Q. What is your biggest HR challenge right now?

A. Keeping up with a competitive and generational shift in the workplace. Communication is key. It is so important to be continually focused on what is most important to employees in order to attract and retain engaged employees.

Q. If you could retire tomorrow, and money was no issue, what would you do?

A. I would travel, attend culinary school, purchase a house in Hilton Head, SC and spend a lot of time hosting family and friends.



Q. One thing I would do, given more time is...

A. I would travel and spend more time outdoors.

Q. What advice would you give to those new to the HR field?

A. HR is continually changing. Continue to push yourself to learn and gain knowledge in all areas. You should never stop learning.

Q. The thing I enjoy most about being on the board is...

A. The relationships that I have been able to build with the board members. I love being part of a group of individuals, whom I can both learn from professionally, as well as have fun serving the HR community. Being in the Membership role, I am able to meet so

(Continued on page 12)

(Continued from page 11)

many great HR professionals in the Lincoln area and I really enjoy getting to know them.

Q. I joined LHRMA because...

A. I wanted to expand my network, as well as keep up-to-date on topics that are key to the HR profession.

Q. What I learned by being on the LHRMA board that I didn't know as a member is...

A. How significantly membership numbers impact the bottom line of the chapter, as well as impacting our standing with SHRM.

NEW MEMBERS

Nicole Austin

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naustin@southeast.edu

Suzy Heine

Human Resource Director
Epworth Village
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Tim Matacio

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Jolene Stutzman

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Welcome!

You've joined an outstanding organization!



Drawing Winner

Who Says There's No Such Thing
as a Free Lunch?

Congratulations to
Michaela Griffen with
Legacy Retirement Communities.
Michaela will receive free registration
for the March program.



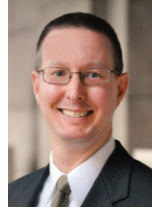
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SHRM local chapter #0048



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