

**Dallas HR Horizon  
August 2004**

**Dallas HR Monthly Meeting & Diversity Conference  
Tuesday, August 10, 2004  
Renaissance Dallas-Richardson Hotel  
900 East Lookout Drive  
Richardson, TX 75082  
972-367-2000**

[Online Registration](#) - [Printable Registration Form](#)

Our August monthly membership meeting is in conjunction with the full-day Diversity Conference. Attend the luncheon only or the conference. For conference information, please visit [www.dallashr-diversity.org](http://www.dallashr-diversity.org).

**" 2004 and Beyond: The Strategic Reality of Multi-Culturalism"**

"This program has been approved for 1 recertification credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org)."

Tracy Brown is one of the country's hottest speakers on Diversity in the Workplace. At our meeting, she will share with us the importance of creating an environment of inclusion. "If employees in a multi-cultural environment are not equipped and encouraged to work side-by-side with mutual respect, organizations lose customers and staff." Learn how to develop a culture that will support a diverse community of unity in your workplace and result in increased productivity and improved customer service. Your organization's successful future depends on your commitment to inclusion as our corporate environments become more diverse daily.



**About our Speaker:**



**Tracy Brown, President  
Diversity Trends LLC**

Tracy Brown is the author of "Breaking the Barrier of Bias", "71 Ways to Demonstrate Commitment to Diversity" and several other books and audio-series related to diversity. She is President of Diversity Trends LLC. ([www.DiversityTrends.com](http://www.DiversityTrends.com) - [www.TracyBrown.com](http://www.TracyBrown.com))

Since 1991 she has worked with clients that have included well-known Fortune 50 companies, government agencies, hospital systems and community-based non-profit organizations. Recent clients include Harvard University, Texas Health Resources and PepsiCo. She has earned Top Ten status at past SHRM national conferences and has presented keynotes or seminars for SHRM chapters nationwide.

## Dallas HR Horizon August 2004

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=  
[happy customers]  
=  
[more business]

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Tracy's keynote speeches challenge audience members to use clarity and courage to achieve powerful cross-cultural connections. And her consulting projects focus on ways to integrate diversity with strategic planning and daily operations.

Through interactive seminars and customized coaching, Tracy and the 25 consultants associated with Diversity Trends, LLC, help individuals develop -- and demonstrate -- the skills required to be effective in multicultural settings.

Tracy is a graduate of Ottawa University who pursued graduate studies at Northern Illinois University and completed the Executive Program for Leaders in Health Care at Stanford University. She climbed the corporate ladder and became a respected Human Resources executive before building a successful business. She has been interviewed or featured in Money Magazine, Texas Business Monthly, HR Magazine, FloridaToday, and many other publications.

A member of SHRM since 1984, Tracy has served on the Board of Trustees for more than a dozen organizations. She currently is a member of the Executive Board for the National Association for African Americans in Human Resources ([www.naaahr.org](http://www.naaahr.org)).

### Agenda:

Monthly Meeting Registration: 11:00 a.m.  
Program with Lunch: Noon - 1:30 p.m.

### Location:

Renaissance Dallas-Richardson Hotel  
900 East Lookout Drive  
Richardson, TX 75081  
972-367-2000

### Directions:

[MapQuest](#)

From Central Expressway, exit Galatyn Parkway. Hotel located on East side of Central Expressway.

Parking - \$4.00 for Garage Self-Park

Dart Rail to the Galatyn Park Station. The train stops at the front door of the hotel.

## Dallas HR Horizon August 2004

### Meeting Costs for those who Pre-Register:

Members: \$30.00 \*

Non-Members: \$40.00 \*

**\*Registration Must be Received by 5:00 PM, Wednesday, August 4, 2004, to Guarantee Seating. Price for Onsite Registration will Increase by \$15.00.**

Payment is due before or at the meeting. No POs or requests for invoicing can be honored. Checks should be made payable and mailed (to be **received** no later than August 4, 2004) to:

**Dallas HR, Inc,  
4100 Spring Valley Road, Suite 300  
Dallas, TX 75244  
214-631-8775  
214-631-4533 - Fax**

**IMPORTANT:** Advance reservations with payment are strongly recommended. Due to catering requirements, we cannot guarantee seating for onsite registrants. Payment will be required for reservations made but not kept, unless cancelled prior to the registration deadline. To receive cancellation credit, you must fax your cancellation request to Dallas HR. No-shows will be billed. Outstanding balances may result in exclusion from future meeting registration.

**IF YOU WOULD LIKE SPONSORSHIP INFORMATION, PLEASE CONTACT** Diane McClendon at <mailto:diane@dallashr.org>.

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## Presidents Letter August 2004



I have asked our Diversity Director, Karen Adams, PHR to guest write this month's column. Her committee, under her excellent direction, has put together a top notch conference.

A large thank you is in order to all who attended this year's second networking Happy Hour on Thursday, July 22, 2004. It is our desire to serve the needs of the HR professionals in our community and we hope you found the evening of networking to be not only fun but also very beneficial.

Beth Monson, PHR, CPC, CTS  
President

**Dallas HR Horizon**  
**August 2004**



Although the term “multiculturalism” is defined as ‘the practice of acknowledging and respecting the various cultures, religions, races, ethnicities, attitudes and opinions within an environment’, it has different meanings and evokes different emotions based on your own cultural identity.

On, [Tuesday, August 10, 2004, Dallas HR will host its 3rd annual Diversity Conference](#). This year’s theme is “**2004 & Beyond: The Strategic Reality of Multiculturalism.**” We are very excited about this year’s conference because it has been designed to offer workshops for HR professionals, operating management and anyone who has a desire to understand how to recruit, retain, engage and manage a multicultural workforce.

We will begin the morning with a roundtable discussion during breakfast for our senior level Dallas HR members. Throughout the day we will offer informative workshops and a host of dynamic speakers who will discuss topics, such as: cross-cultural communications, generational differences and multicultural business strategies.

As an added bonus, we will offer a morning and afternoon workshop designed especially for healthcare professionals. The DFW metroplex has thousands of healthcare professionals who are responsible for the care and management of an ever-growing multicultural community. To prepare our healthcare professionals with the tools and competencies necessary for this emerging market, we will offer workshops that will specifically address patient care and managing a multicultural healthcare staff. We will conclude this year’s conference by giving you an opportunity to seek advice from our panel of experts on “Overcoming the Glass Ceiling.” We sincerely hope you will attend this conference. We are confident you will walk away with a better understanding of how to handle the day-to-day challenges that you may face in our multicultural society. Please use our website at [www.dallashr.org](http://www.dallashr.org) to register.

On another note, On, Wednesday, July 28, 2004, Dallas HR was a proud partner at the Dallas Morning News Diversity Career Fair at the Richardson Center. We provided subject matter experts who spoke to the exhibitors on recruiting; and, who spoke to the candidates on networking and positively positioning themselves in a competitive marketplace. The career fair was a resounding success.

Warm regards,  
Karen Adams, PHR  
Diversity Director

**Dallas HR Horizon  
August 2004**

**CALENDAR OF EVENTS  
August 2004**

[Click Here for a 2004 Event Calendar](#)

**August 3**      [Job Link \(Dallas HR Office\)](#)  
**August 10**     **Dallas HR Diversity Conference &  
Monthly Meeting featuring Tracy Brown**



**Dallas HR Diversity Conference 2004 and Beyond:  
The Strategic Reality of Multi-Culturalism**

Renaissance Dallas-Richardson Hotel  
900 East Lookout Drive  
Richardson, TX 75082  
972-367-2000

Our August monthly membership meeting is in conjunction with the full-day Diversity Conference. Attend the luncheon only or the conference. For conference information, please visit [www.dallashr-diversity.org](http://www.dallashr-diversity.org).

[Monthly Meeting Information](#)

**August 17**     [Job Link \(Dallas HR Office\)](#)  
**August 17**     Dallas HR Board Meeting  
**August 23**     [Emotional Intelligence - Useful Tools for the HR Practitioner](#)  
**August 24**     [Relationship Management for the HR Business Partner](#) - Day 1  
**August 25**     [Relationship Management for the HR Business Partner](#) - Day 2  
**August 27**     [Employee Selection - What an Interviewer Must Know!](#)

**Dallas HR Horizon**  
**August 2004**

**Election Time for the 2005 DHRMA, Inc. Leadership Positions**

You may recall that last year at this time we had just revised our Bylaws and created a new governance structure as well as a new process for electing our future leaders. This recommendation was created by our “Good to Great” Strategic Planning teams who are committed to making DHRMA, Inc. the best association and Conference that we can be.

For the organization, 2004 has been a very exciting year for significant changes as we transition the adopted structure and procedures into our operations. We have spent this last year “living” the changes and are very pleased with the results. Surveys of leadership and staff have been completed and results will help us to be pro-active in continuing to improve our processes.

**We need your support now** as it is time once again to determine our leaders for next year. Our [Bylaws](#) require that interested members submit an application form if they have an interest in serving in either an elected or appointed position. The Volunteer Leadership Interest Form is available on our website at <http://www.dallashr.org/updates/bylaws-jobdes.htm>. Interested parties shall submit a completed form to Diane McClendon (diane@dallashr.org), Executive Director, no later than midnight , August 15, 2004 .

The forms will be reviewed by a Nominating Committee to ensure qualification to hold office prior to the ballot being presented to the membership for voting. Ballots will be distributed by e-mail no later than August 31.

In accordance with our Bylaws criteria, only Professional and General members are permitted to hold office and vote. Job descriptions are available on the website at <http://www.dallashr.org/updates/bylaws-jobdes.htm>.

For questions concerning the various positions, please contact Diane McClendon or:

2004 Dallas HR President, Beth Monson  
972-991-7900  
[bmonson@highprofilestaffing.com](mailto:bmonson@highprofilestaffing.com)

2004 HR SOUTHWEST Conference Director  
Jamie Bottorff  
214-887-7269  
[jamie.bottorff@acs-inc.com](mailto:jamie.bottorff@acs-inc.com)

Diane McClendon  
214-631-8775 x 21  
[diane@dallashr.org](mailto:diane@dallashr.org)

**Dallas HR Horizon**  
**August 2004**



Dallas HR University's  
Emotional Intelligence  
Useful Tools for the HR Practitioner

On May 17, Dallas HR was pleased to offer a new one-day seminar *Emotional Intelligence – Useful Tools for the HR Practitioner* as a service to our members, their staff and associates, and other local HR Associations. The inaugural program was held in a one-day format and was very well received. Attendees received 6 hours of HR continuing education credit for attending.

The program was designed to demystify the subject of emotional intelligence and provided distilled principles that are useful on the job. By taking emotional intelligence out of the realm of theory, participants were able to integrate their current knowledge with lessons from recent research, and leave with additional approaches to manage workplace emotions in a constructive and adaptive manner. The course gave tips on how to better understand, recognize, manage, and use emotional information. In addition, the course reviewed the nine ways emotions are generated, and built a set of eight practical tools that have immediate workplace application.

Topics covered include: the foundation of credible argument, rules and principles that govern thoughts and emotions, management of emotional triggers, managing emotions by managing internal dialog, recognizing subtle emotional cues, using imagination and memory to call up needed emotions, using entrainment to lead the emotions of others, tactical violation of the status quo, and much more. The course will be offered again on **August 23** at Brookhaven Country club from 9AM to 4:30 PM. Pre-registration is required. Sign up now to take advantage of a great introductory rate. For more information, download a brochure at [www.dallashr.org](http://www.dallashr.org) or call the Dallas HR office at 214-631-8775. Lunch, convenient parking, and refreshments provided.

What Attendees Are Saying about Emotional Intelligence

*“Very useful tools that I can share with my managers to help them make a positive impact on their teams.”* - HR Manager

*“Great information. Enjoyed the exercises that followed each tool. Found a way to control my emotions.”* - Linda Bitting, HR Director

*“Instructor very knowledgeable – definitely a subject matter expert.”* - HR Manager

*“Excellent Class. Thank you for offering this class.”* - Joylanda Pulliam, HR Manager

# Dallas HR Horizon August 2004

## Dallas HR Seminar Schedule

August 23 <i>New Course!</i>	<a href="#"><u>Emotional Intelligence: Useful Tools for the HR Practitioner</u></a>
August 24-25	<a href="#"><u>Relationship Management for the HR Business Partner</u></a>
August 27 November 4 <i>New Course!</i>	<a href="#"><u>Employee Selection: What an Interviewer Must Know!</u></a>
November 3-4	<a href="#"><u>Human Resources 101</u></a>

For more information, go to the Dallas HR website at <http://www.dallashr.org> .

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**HR Southwest,  
Human Resources Conference and Exposition  
Sailing to New Territories  
October 5-8, 2004  
Fort Worth Convention Center**

### **The Top 10 Reasons to Attend HR SOUTHWEST Conference This Year**

- #10 Approximately 2000 Attendees to Meet and Network With
- #9 Over 120 Educational Sessions to Choose From
- #8 Captain Abrashoff Explains How to Keep Your “Ship” Sailing
- #7 Lots of Chances to Win Exciting Prizes!
- #6 The Opportunity to Earn Recertification Credit Hours
- #5 Dewitt Jones, the Award-Winning Photographer, Helps Us Learn to Keep in “Focus”
- #4 Over 200 Exhibitors = Lots of Freebies!
- #3 Five Pre-Conference Workshops
- #2 Friendly and Helpful Volunteers to Assist You

and the #1 Reason to Attend This Year’s Conference...

### **Matalin v Carville: The Gloves are Coming Off!**

Don’t forget to register by **August 31** for the regular registration rate! Register online at [www.hrsouthwest.com](http://www.hrsouthwest.com) or contact Amy Westerman at 214-631-7476 x26.

[Click here to register.](#)

**Dallas HR Horizon**  
**August 2004**



Community Relations Committee  
Needs Your Help

The Dallas HR Community Relations Committee would like to offer you an opportunity to volunteer a little of your time in August to help us as we support the Dallas Life Foundation. The Dallas Life Foundation is a non-profit corporation established to meet the needs of the poor and homeless of the Dallas area. The Foundation provides food, shelter, clothing and counseling to all persons in need, regardless of race, color, creed, sex or age. In addition, they provide counseling and rehabilitation with the goal of returning those they serve to productive roles in society.

We're hoping to obtain your support to help us with one or two projects at the Foundation. If you like kids, here is your chance to give them a little encouragement while assisting them with an Arts and Crafts project. If you prefer to be with older adults, here is an excellent opportunity to brighten their day by participating in a few games of Bingo. At our meeting on August 10th, we will be recruiting volunteers for specific dates and times as well as collecting prizes to be given away to the Senior Citizens who are Bingo winners. Here are a few suggestions of items to bring:

- Toiletries (tooth brushes, tooth paste, hair brushes, combs, lotion, hand wipes, mouth wash, soap, shampoo, etc.)
- Socks
- Underwear
- Candy Bars
- Throw blanket
- Slippers

Even if you can't give your time, please consider participating in our "Bingo Prizes" collection. Bring your items with you to our August meeting and drop them in the collection box at the Community Relations table. Your donation will entitle you to be entered in a drawing for a \$50 Shell Gas Card. Thanks to Financial Additions for donating this great door prize. If you are going to be unable to attend our August meeting but would like more information on how you can help at Dallas Life, please call our Dallas HR Community Relations Contact - Sheri Hazleton at 972 383 8288.

We continue to need volunteers for both Work Source for Dallas County and Attitudes & Attire. Stop by the Community Relations table at any meeting to sign up, or call the Community Relations contact to find out more about lending your support. For Work Source for Dallas County, call Charlie Austin at 972 317 7839. For Attitudes & Attire, call Debi Dault at 972-398-3553.

**Dallas HR Horizon**  
**August 2004**

**Save the Date!! - September 9th**  
**Dallas HR Breakfast Forum**  
**7:30 am – 9:00 am**  
**“Future Trends in Compensation & Benefits”**

Kick off your annual Comp & Benefits planning, by attending the Dallas Human Resource Management Association’s special breakfast forum on September 9th to discuss current and future trends in compensation and benefits. Learn what the latest trends are for compensation, raises, bonuses, and benefits. Stay tuned for more details regarding the speaker and location!

**NEW!! Compensation PEG . . . Coming September 2004**  
**Expand Your Knowledge & Networks – Join today!!!**



HR Professionals who wish to expand their knowledge and networks in the dynamic field of Compensation and Total Rewards are invited to join this **new PEG starting September, 15, 2004**. No matter what your level – Beginner, Intermediate, or Advanced -- you will find a myriad of timely topics, trends, best practices, and educational seminars to enhance your skills and knowledge in the Compensation field.

Hot Topics include:

- 2004/2005 Trends in Compensation & Total Rewards
- Executive Compensation Packages
- Compensation Strategy & Pay Philosophy
- Compensation Basics for HR Generalists
- Fair Labor Standards Act – the latest Regulatory Issues
- Communications & Audits
- Administering Stock Option Plans
- Base Pay Management
- Variable Pay – Incentives, Recognition & Bonuses
- Benchmarks & Best Practices – Compensation & Total Rewards
- The Latest Compensation Tools, Resources & Publications
- Upcoming Professional Development Opportunities – Classroom & E-learning
- How to Obtain Professional Certifications – CCP, CBP, GRP

**And Many More ...**

# Dallas HR Horizon

## August 2004

### Meeting Schedule & Format:

- Monthly meetings scheduled during the lunch hour – 11:30 am – 1:00 pm
- Dallas HR Office – 4100 Spring Valley, Suite 300, Dallas, TX
- Guest Speaker and Discussion Format
- First Meeting – Wednesday, September 15, 2004

### For More Information Contact:

Mary Beseda, MBA, SPHR  
[mbeseda@yahoo.com](mailto:mbeseda@yahoo.com)  
972.987.5905



### Legal Briefs Issues That Matter To Employers August 2004

Welcome to Legal Briefs for HR! This information on issues that matter to employers is provided as a service of the SHRM Texas State Council, which I serve as Co-Director of Legislative Action.

1. **Give Me a Break** - On July 16, the D.C. Cir. Court of Appeals nixed the hours of work/rest rules which the Federal Motor Carrier Safety Administration (FMCSA) put in place on 1-4-04. The new rule had increased the permissible amount of driving time per day from 10 to 11 hours, but cut the overall work day from 15 to 14 hours. Since the Motor Carrier Act requires the FMCSA to ensure that commercial motor vehicle operation does not have a negative effect on drivers and the change in rules showed no consideration of that factor, the Court agreed that the change had been arbitrary and capricious. Effect? The rule will be reconsidered by the FMCSA, which has 45 days to act. The current rules remain in place, during the interim.
2. **Give Me a Raise** - Count Florida among the states that are not waiting for an increase in the federal minimum wage (\$5.15/hour since 9-97) and will put it to the voters this November. The ballot will include a proposed \$1 increase (to \$6.15/hour), effective six months after enactment with annual adjustments tied to the inflation rate. For a map of where each state and U.S. territory currently stands and detailed info on local "living wage" ordinances, go to [www.dol.gov/esa/minwage/america.htm](http://www.dol.gov/esa/minwage/america.htm). And no hanging chad jokes, please!
3. **Did You Notice?** - The Federal Trade Commission negotiated a \$325,00.00 settlement, as a penalty for an employer's failure to provide Fair Credit Reporting Act (FCRA) notices to casino applicants who were not hired, based wholly or in part on their pre-employment credit reports. In addition to the written authorization and disclosure which must occur before the

## Dallas HR Horizon

### August 2004

check is performed, there is a two-part disclosure that occurs after the employer receives the results and decides to take an adverse employment action. First, the employer provides the applicant with a copy of the report and a description of the individual's rights under the FCRA, before taking adverse employment action. After taking the action, the second disclosure includes [1] notice of the action (e.g., not being hired, conditional offer rescinded); [2] name, address & phone # of the consumer reporting agency (CRA) which supplied the report; [3] statement that the CRA did not make the decision & cannot provide the reason for the decision; [4] notice of the individual's right to get a free copy of the report within 60 days; and [5] notice of the individual's right to dispute the info contained in the report. Go to [www.ftc.gov/os/statutes/fcrajump.htm](http://www.ftc.gov/os/statutes/fcrajump.htm) for info on the FCRA's very technical rules.

4. **Take a Number** - First, Morgan Stanley settled its sex discrimination lawsuit for \$54 million plus an array of compliance initiatives, arising from failure-to-promote charges filed by female officers and women eligible for promotion to officer in the company's equity division. Then came the end of a four-year dispute between Boeing Co. and 29,000 female employees via a \$72.5 million settlement, arising from claims of gender discrimination in pay, promotions, overtime, bonuses and more. Both settlements involve 3-year consent decrees, during which the companies will conduct management and employee training, disparate impact analyses on employment processes and, as needed, revise job descriptions, job classifications (exempt vs. nonexempt), performance review processes, how overtime is assigned, complaint procedures and the processes for interviewing, promoting and testing individuals. Sounds like HR will be very busy.
5. **The "Discretion and Independent Judgment" Bugaboo** - Once more, an employer is on the losing end of the FLSA's administrative exemption because the subject employees (in this case, auto insurance claims adjustors) do not exercise discretion and independent judgment. *Robinson-Smith v. GEICO* (D.DC 2004). What's interesting is that similar work was found to be exempt in 1978 (*Usery v. GEICO*), but the job has been modified so that adjustors now write estimates relying heavily on software installed on their laptops. The court observed that they apply "well-established techniques, procedures or specific standards" and the computer program aids in adhering to those standards. Next step? Discovery schedule to determine unpaid overtime and liquidated damages for the 280+ plaintiffs.
6. **Fraud Busters** - A House bill (H.R. 3463) will now go to the Senate, in hopes of plugging up the drain on unemployment insurance (UI) funds in two ways. First, the bill plans to stop employers who shift employees to shell companies in order to hide the high number of UI claims made by former employees, thereby lowering the applicable UI tax rate. Second, state agencies who handle UI, such as the Texas Workforce Commission, would be able to access the DHHS new hire lists, in order to identify and cut off anyone who's working AND collecting a UI check.
7. **IM Could Spell Trouble with a Capital "T"** - The American Management Association and ePolicy Institute have partnered on an interesting survey of employers' email and instant messaging experiences. Of note, 13% of the 840 respondents have defended lawsuits caused by employee's email and 20% have produced email in response to a subpoena. And while 79% have email policies, only 20% have amended them to address instant messaging (IM), which can be rife with inappropriate jokes, disparaging remarks, disclosed confidential info and pornographic content. For a free copy of the 8-page survey summary, go to [www.amanet.org/research/pdfs/IM\\_2004\\_Summary.pdf](http://www.amanet.org/research/pdfs/IM_2004_Summary.pdf).

## Dallas HR Horizon

### August 2004

8. **Oops** - Many states have rather dusty "day of rest" laws which prevent employers from working employees for seven consecutive days, or, as in the case of VA, gave nonmanagement employees the right to take off either Saturday or Sunday of every week as their Sabbath. The effect of these laws is often blunted by a lack of enforcement or the addition of exemptions for specific types of work. The VA legislature decided to do a little housekeeping on their law but inadvertently negated the business exemptions, while repealing bans of work in certain industries on Sundays. A circuit court provided a temporary fix via a 90-day injunction blocking the new law, and a special legislative session finished the job, by re-enacting the business exemptions. This is a good example of keeping your eye on what's happening at the state level, as well as the federal law and regulations. A good time to recheck your compliance in light of possible changes in the law is with an annual review of your employee handbook policies.
9. **To Your Health** - H.R. 1818, if passed, will expand the tax credit enjoyed by employers who offer on-site gyms to their workers, by extending the tax break to smaller employers who support their employees' health and fitness in less costly ways, such as subsidizing health club memberships. It would be a boon to employees, too, who could enjoy such memberships on a tax-free basis. Under current law, employer assistance toward club fees is treated as taxable income to the employee. The Senate sponsor of the bill is Texas' own John Cornyn!
10. **Road Warriors** - New Jersey and Washington D.C. have new laws, banning the use of handheld cell phones while driving. Recent studies report that the distraction is caused by talking, not holding the phone, so such bans do not go far enough. If you have employees who regularly drive in the course and scope of their employment, you may want to get ahead of the curve on this one and ban the use of phones, PDAs, laptops and any other activity that interferes with focusing on the task at hand -- being a safe and responsible driver.
11. **FMLA on Ice** - Revised FMLA regulations, reflecting court decisions such as Ragsdale v. Wolverine, Inc., were due in June, but have been pushed back to March 2005. DOL says the push to finish the revised FLSA "white collar" regulations is to blame.
12. **Remember the Alamo** - And don't forget to sign up for the TAB Employment Law Symposium, to be held on July 29 and 30 in San Antonio! SHRM members may attend at the TAB member rate of \$295, a \$100 discount. A summary is attached and full details can be found at [www.txbiz.org](http://www.txbiz.org). For those who have a special interest in all things legislative, we've added a session from 1:30 to 3:30 on Friday, led by yours truly, to identify the hot legislative issues in D.C. and Austin and set up our game plan to advocate effectively on behalf of Texas employers. Hope to see you there!

Until next time,

Authored by Audrey E. Mross  
Labor and Employment Attorney  
Haynes and Boone, LLP.

phone: 214.651.5577 - fax: 214.200.0549  
<mailto:maudrey.mross@haynesboone.com>  
<http://www.haynesboone.com>

(This information is provided as a service and does not constitute legal advisement.)

# Dallas HR Horizon

## August 2004

### The Who, What, Why, When, and Where of Networking

The Who, What, Why,  
When, and  
Where of



**NETWORKING**

#### Who

Anyone who has an interest in enriching his or her life can build networking into it, whether it's to find a new job, new mate, new plumber, new church - or simply to get more out of the relationships we already have.

Anyone can be a member of your network. Your network isn't limited to those with whom you perceive an obvious connection, nor is it limited to those from whom you believe you will receive an immediate reward. The magic of having a strong network is that it can produce surprising rewards down the road through people you've come to know and who've come to know you.

The beauty of it is that you don't have to be smart, popular, pretty or handsome to be an effective networker. In fact, some of the best-networked individuals I know are none of the above. Some of the common denominators are that they are inquisitive (rather than acquisitive), helpful, and appreciative of others.

#### What

The American Heritage® Dictionary of the English Language defines a network as "an extended group of people with similar interests or concerns who interact and remain in informal contact for mutual assistance or support." Also, "a chain of radio or television broadcasting stations," but that might fit better with another article.

Networking is about finding ways to be of service to others, not finding ways for others to be of service to you. It's about being curious about what makes others tick, what their needs are and how to help them be more successful in their personal or professional endeavors.

Of note: networking isn't selling. In fact, those who insist on using networking venues to peddle their wares are doing themselves and their firms a disservice. Relationships built on mutual trust and respect come before a buyer/seller relationship is likely to evolve.

#### Why

Like broccoli, it's good for us. It's necessary for building business acumen, an essential but difficult to acquire base of knowledge that doesn't typically come from a book. It's an important method of finding real-world answers to life's difficult questions, like what's the best method to compare used cars, benefit plans, or potential employers.

## Dallas HR Horizon August 2004

### When

Anytime. In fact, while networking is considered an essential business skill, some of the best networking connections are made through non-business venues, where individuals have common interests and goals. Those relationships often will naturally spill over into our business lives.

### Where

Anywhere people with common interests and goals are likely to convene. Clearly, Dallas HR is a great place to practice your networking skills and build your professional network. We're taking steps to create regular opportunities for you to enhance your networking skills, meet other members with like interests, and grow professionally. Your feedback and suggestions are always welcome.

Happy networking!

Carol Hollen, SPHR LPC  
Director, Member Services  
Dallas HR  
972-419-7296 Direct  
214-454-7934 Mobile  
[chollen@dbm.com](mailto:chollen@dbm.com)

“Never confuse having a career with having a life.”

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## Advancing the Profession

In the past decade, the prominence of mission and values statements in the business world has grown by leaps and bounds. Companies around the globe have embraced the idea of having a coherent communication that defines who the company is, what it does, and what its intention is to do.

The Society for Human Resource Management (SHRM), of which Dallas HR is a part, also has a mission statement, which is as follows:

“SHRM serves the needs of the human resource management professional by providing the most essential and comprehensive set of resources available. In addition, the Society is committed to advancing the human resource profession and the capabilities of all human resource professionals to ensure that HR is an essential and effective partner in developing and executing organizational strategy.”

Seems simple, doesn't it? We can all understand SHRM providing an essential and comprehensive set of resources for HR folks. There are more than 20 individual departments within SHRM designed to provide quick, easily-accessible information literally at your fingertips – through SHRMLine

## Dallas HR Horizon August 2004

(<http://www.shrm.org>), our national website, or a simple phone call away – to help you deal with the daily ins and outs of complex HR issues.

But what about “advancing the profession”? What exactly does that mean for you, the HR practitioner and professional, and how do SHRM and its local chapters, like Dallas HR, do it?

The first way in which SHRM and its local chapters **advance the profession** is by advancing the professional – by providing the means for those in HR to further develop their skills and knowledge of HR. On the national level, SHRM provides literally hundreds of educational opportunities, from our national conference to individual city seminars and self-study, for its members. On the local level, Dallas HR sponsors scholarships, PHR/SPHR certification courses and numerous class opportunities on subjects like Relationship Management for the HR Business Partner and Emotional Intelligence. In addition, events like our upcoming Diversity Conference and the nationally-recognized HR Southwest Conference all assist in increasing the awareness of current issues and command of the HR body of knowledge and general business knowledge for our members and all Dallas-area HR practitioners and professionals.

The second way in which this takes place is by **increasing the visibility and value-add of HR to organizations and organizational leaders**. In these days of changing workplaces and operations, more and more companies are seeing the value and importance of a well-trained and well-managed workforce – literally, the company’s “best asset”. SHRM and its local affiliates are stepping forward to present and market the HR professional, as it says in the mission statement, as an “essential and effective partner in developing and executing organizational strategy” – an asset manager, leading organizations by leading people. As a national organization of HR professionals, SHRM provides a visible, respected voice to both legislative and top business leaders. In the Metroplex, Dallas HR mirrors this effort by partnering with local media and organizations on events, such as the Dallas Morning News Diversity Career Fair and the Dallas Business Journal’s “Best Places to Work”, building strong relationships with local business leaders and legislators, and representing Dallas HR as a local voice for those with questions about HR. Finally, both SHRM and Dallas HR support the SHRM Foundation, which sponsors and drives research into HR “best practices” and how they can increase company bottom lines – in fact, Dallas HR provides the most financial support to the SHRM Foundation of any SHRM chapter!

To summarize, SHRM and Dallas HR advance the profession in two ways – by providing educational and development opportunities to people doing HR, and by expanding the visibility and value-add of these skilled HR professionals to businesses and business leaders. You can find out more about these opportunities and activities by visiting their websites – SHRM Online (<http://www.shrm.org>) or Dallas HR Online (<http://www.dallashr.org>). Take advantage of what your chapter and your organization have to offer!

Dan Weber, SPHR  
Director of Communications, Dallas HR

**Dallas HR Horizon  
August 2004**



**We are excited to announce the Compensation PEG group is now forming. This PEG is currently creating educational opportunities that will focus on the many issues of compensation. Contact Mary Beseda, SPHR at (972) 987-5905 or [mmbeseda@yahoo.com](mailto:mmbeseda@yahoo.com), to find out more.**

Are you an HR professional working in a specialized industry? Would you like a chance to network and share best practices with other HR professionals in similar situations? Dallas HR Professional Emphasis Groups are for you!

<b>PEG</b>	<b>When</b>	<b>Contact</b>
<b>Real Estate HR Professionals</b>	11:30-1:00 Last Wednesday of the Month Bimonthly	Jean Higgins (972) 361-5027 <a href="mailto:Jean.Higgins@Staubach.com">Jean.Higgins@Staubach.com</a>
<b>Compensation</b>	<b>Starting September, 15, 2004</b>	Mary Beseda, SPHR (972) 987-5905 <a href="mailto:mbeseda@yahoo.com">mbeseda@yahoo.com</a>
<b>Hi-Tech</b>	Currently re-forming	Helen Thigpen (972) 739-8627 <a href="mailto:Helen.Thigpen@haynesboone.com">Helen.Thigpen@haynesboone.com</a>
<b>Benefits HR Professionals</b>	Now forming!	Linda Miller <a href="mailto:lmiller@holmesmurphy.com">mailto:lmiller@holmesmurphy.com</a>
<b>Independent Consultants</b>	Contact David for meeting schedule.	David W. Byers 972-618-0481 <a href="mailto:dbyers@elcg.com">dbyers@elcg.com</a>

**Real Estate HR Professionals** – This PEG is specifically for HR Professionals working in the field of Real Estate. The group meets during lunch (11:30 a.m. to 1:00 p.m.) on the last Wednesday of every other month. The last meeting was in May. If you would like more information about the Real Estate PEG or if you are interested in attending the next meeting, please contact Jean Higgins at (972) 361-5027, [Jean.Higgins@Staubach.com](mailto:Jean.Higgins@Staubach.com).

## Dallas HR Horizon August 2004

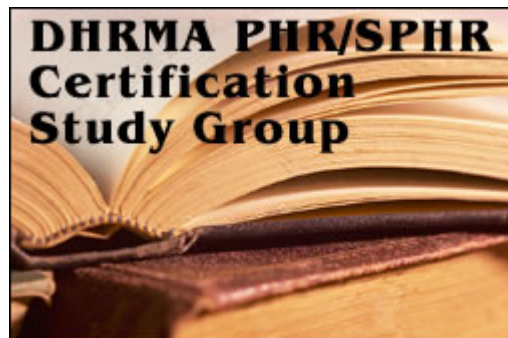
**Compensation PEG** – This PEG is currently creating educational opportunities that will focus on the many issues of compensation. Contact Mary Beseda at (972) 987-5905 or <mailto:mbeseda@yahoo.com> to participate in this initiative.

**Hi-Tech PEG** – This PEG is re-forming to provide an opportunity for sharing ideas and best practices with a network of fellow HR professionals who work in a hi-tech environment. For more information, please contact Helen Thigpen, (972) 739-8627, [Helen.Thigpen@haynesboone.com](mailto:Helen.Thigpen@haynesboone.com).

**Benefits HR Professionals** - HR professionals specializing in benefits or working in a benefits-related organization, this is a great opportunity to network and discuss your current challenges and concerns! Please contact Linda Miller at [lmiller@holmesmurphy.com](mailto:lmiller@holmesmurphy.com). A special thanks to Holmes Murphy for being a corporate sponsor along with Linda Miller.

**Independent Consultants** -- If you are an actively practicing Independent Human Resources Consultant and would like to network with fellow HR consulting professionals, please contact David W. Byers at 972-618-0481, [dbyers@elcg.com](mailto:dbyers@elcg.com), for more information.

The 2004 Dallas HR Silent Auction raised a record amount for the SHRM Foundation and Dallas HR! Special thanks to Lisa Hayes, Silent Auction Chair, Chris Luttrell, Diane McClendon and Carla Williams, and all the other volunteers, who worked countless hours to ensure the auction was our best yet.



### DALLAS HR PHR/SPHR Certification Fall Study Group

Are you really interested in being identified as a Human Resource Professional? If so, come and join us at the Fall Study Group, starting September 21, to prepare yourself for the PHR/SPHR exams.

The PHR/SPHR certification is an internationally recognized professional designation that will show the world that you are a skilled, experienced HR Professional. The next PHR/SPHR exam window opens mid November 2004!! Come join us on **Tuesday evenings from 6:00 - 8:00 PM** and get ready to excel!

**Dallas HR Horizon**  
**August 2004**

**LOCATION:**

Trammell Crow Company  
San Jacinto Building, Downtown  
2121 San Jacinto  
3rd Floor Building Conference Room,  
Dallas, TX, 75201  
Convenient free parking available under building. ([See map](#))

For additional information, contact Don Sabathier, 469-420-2799, or [dsabathier@magnumhunter.com](mailto:dsabathier@magnumhunter.com).

The fee covers all sessions:

\$100 for Dallas HR Members  
\$150 for Non-Members  
[including, those who only have membership in SHRM]

Class outlines will be available as student hand-outs for each module class. Additional study materials are available through HRCI and other sources.

Make Checks Payable to:  
Dallas Human Resource Management Association

Mail with application form to (Due no later than the first meeting date.):

Dallas Human Resource Management Association  
4100 Spring Valley Road, Suite 300  
Dallas, TX, 75244

For further details and registration, see [http://www.dallashr.org/updates/fallcertification\\_fp.htm](http://www.dallashr.org/updates/fallcertification_fp.htm). For additional information, contact Don Sabathier, Dallas HR Study Group Chair, 469-420-2799, or [dsabathier@magnumhunter.com](mailto:dsabathier@magnumhunter.com). **The Study Group meets every Tuesday from 6:00-8:00 pm starting September 21, 2004, for eight weeks.**

<b>TOPIC</b>	<b>SUBJECT</b>	<b>DATE</b>
Module 1	Strategic Management	September 21, 2004
Module 1	Strategic Managemen	September 28, 2004
Module 2	Workforce Planning & Employment	October 5, 2004
Module 3	Human Resource Development	October 12, 2004
Module 4	Compensation & Benefits Tuesday	October 19, 2004
Module 5	Employee & Labor Relations	October 26, 2004
Module 6	Health, Safety & Security	November 2, 2004
	Final Review	November 9, 2004

## Dallas HR Horizon August 2004

### NEED A SPEAKER FOR YOUR ORGANIZATION? TRY DALLAS HR SPEAKER'S BUREAU

[Click Here to Apply](#)

The Dallas HR Speaker's Bureau stands ready to provide our member companies with Subject Matter Experts (SME's) on a variety of HR-related topics for their next management meeting, all-employee meeting, brown bag training session, or conference luncheon speaker. Available speakers are DHR members who enjoy public speaking (some are even trainers and professional speakers!) and who have agreed to represent Dallas HR while speaking on topics in which they have expertise or experience.

Companies needing a speaker on a HR-related topic for any reason should consider the Dallas HR Speakers Bureau. Just contact Diane McClendon ([diane@dallashr.org](mailto:diane@dallashr.org)) for further information and to be put in contact with a speaker. There is no charge for this service to our members.

- Topics listed by our Speaker's Bureau speakers include:
- Employee Relations
- Training & Development
- Drug Testing
- Sexual Harassment
- EEO & Affirmative Action – Anti-discrimination
- Compensation
- HR Management
- Strategic Planning
- Recruitment
- Outplacement & Career Management
- Union Relations – Strike Contingency Planning
- Safety & Security
- Business Ownership & Small Employer Issues
- Workers Compensation
- Employee Motivation and Commitment

If you would like to join the Speaker's Bureau, please [fill out an application](#) or contact Diane for an application form. Your topics of interest and contact information will go into our database for future reference.