SPECIAL INTEREST GROUP CHARTER
Revised June 2017

SIG Name: HR Exec Special Interest Group

Steering Committee Members:

- Tara Conger, VP Human Resources – Palmer Johnson Power Systems
- Tom Gloudeman, Head of Talent Management – Lands’ End
- Craig Hanson, Director of Human Resources – Springs Window Fashions
- Kari Lauritsen, Talent Management Director – American Family Insurance
- Helen Linder, Head of Human Resources – Boston Inc.
- Alicia Millard, Senior Director, Human Resources – WEA Trust
- Gretchen Morgan, Director – HR, Engines Americas – Kohler Company
- Linda Nedelcoff, VP of Human Resources – CUNA Mutual

Facilitator: M. Beth de Garcia, MBA, Director of Member Relations, UW E-Business Consortium (UWEBC)

SIG Objectives:

The existing Peer Groups in UWEBC’s four focus areas (customer service, IT, marketing and supply chain management) enable strong collaborative learning and peer-to-peer interaction for various business executives and managers from UWEBC Member organizations. The Members’ in-house HR departments have few, if any, outlets for peer-to-peer learning and knowledge-sharing at the executive level. The proposed HR Exec Special Interest Group will provide a platform for engaging the Members’ in-house HR executives (directors, VPs and above) on strategic issues relevant to their organizations.

Benefits:

- Participation in a trusted peer-to-peer network of in-house human resource executives.
- Access to a forum for professional development and learning about emerging HR issues.
- Validation of HR strategies and best practices through knowledge exchange with other participants in the HR Exec Special Interest Group as part of the regular quarterly meetings and on an ad hoc basis, which may include conference calls, “quickie surveys” of the group, and small group discussion groups.
- Enhanced collaboration between members’ HR departments and other areas of their organizations.

Intended Participants:

- Companies: Any member company with in-house Human Resource executives.
- Roles of Steering Committee: We will have 8-10 steering committee members who will be HR executives from current UWEBC member companies. Each steering committee member will commit to an initial 1-year period, after which they will have the option to continue on the committee for another year. After completion of the 2nd year, we will ask which members would like to recommit for a 3rd year and which would like to roll off. For those that roll off, we will seek new committee members. No more than 4 people shall leave the steering committee at
one time in order to provide consistency and mentorship to the new committee members. Also, each steering committee member will be asked to co-lead one of the quarterly SIG meetings so that there are 2 leaders per meeting. Co-leading includes developing the topic, finding appropriate speakers, facilitating the actual meeting and leading any discussions.

- Roles of General SIG Members (Director level, VP or above):
  It is expected that each company participating in the HR Exec SIG will be regularly represented by an HR executive; Discussions will be kept at the strategic level with the opportunity to invite subject matter experts in HR or other areas of the company to attend with the HR director or VP-level attendee. Participation in the group may not be delegated to a lower level employee.

**Number of Meetings, Length, and Frequency:**

The committee has agreed to continue the HR Executive SIG for 2017-2018. We will have had 4 meetings from Jan 1, 2017 through the end of September 2017, with no meeting planned in the 4th quarter. Subsequently, we will plan for another 4 meetings on 2018, after which we will again give consideration to renewing/extending this Special Interest Group’s charter. Meetings will generally be scheduled from 9:00 am to 3:00 pm (including presentations, interactive discussions and a networking lunch), with the option to shorten lunch and end by 2 or 2:30 pm. Each SIG meeting will be led and facilitated by two co-leaders from the SIG steering committee who volunteer for that particular meeting. HR SIG general members may be asked to assist with a meeting by presenting case studies to the group, leading a discussion, helping to identify potential speakers and/or recruiting new members.

- Steering committee members are asked to attend at least 50% of our scheduled meetings.
- We will encourage additional non-meeting interactions among the group, including the sharing of contact information, occasional conference calls around timely and impactful HR issues (like changes in regulations) and participation in “quickie surveys”.

**Meeting Location(s)**

Hosted by participating companies if possible – alternating between Milwaukee, Madison and the Fox Valley. Otherwise, meetings will be held at UW-Madison and Waukesha County Technical College (WCTC).

**Output/Deliverable**

TBD for each meeting. Whenever possible and helpful, pre-read materials will be sent out to participants ahead of the meetings to prime the pumps for discussion. The 2 co-leaders of each meeting (from the steering committee) may prepare meeting notes in the form of a brief checklist of takeaways (insights and actionable ideas) based on the meeting presentations and discussions. This checklist will be published on the UWEBC website (members only access). White paper(s) may be prepared by the SIG steering committee summarizing HR best practices as they pertain to the topics as agreed upon by group members. Also, any PowerPoint presentations from the meetings will be published on the UWEBC members-only website with permission of the presenters.

**Topics covered to date:**

- **October 14, 2015**: Meaningful HR Analytics and Metrics (Predictive Modeling in HR): Linda Nedelcoff (CUNA Mutual) and Kari Lauritsen (American Family)
- **January 21, 2016**: Shifting to a Millennial Workforce and Changes in HR Practices: Keith Williams (WPS) and Gretchen Morgan (Kohler Company)
- **March 17, 2016**: Performance Management Ad hoc Meeting
- **April 21, 2016**: Strategic Workforce Planning: Helen Linder (Duluth Trading) and Tom Gloudeman (Lands’ End)
July 21, 2016: HR Technology Advances/HR Systems: Vicki Kampmeier (TDS Inc.) and Mary Burich (Schneider)

Oct 20, 2016: Succession Planning and Leadership Development: Kari Lauritsen (American Family)

Jan 19, 2017: Improving the Employee Experience to Drive Engagement & Retention: Gretchen Morgan (Kohler Company) and Linda Nedelcoff (CUNA Mutual)

April 20, 2017: Creating a Recruiter Brand and Other Talent Acquisition Strategies That Work! Tara Conger (Palmer Johnson) and Vicki Kampmeier (TDS Inc.)

Potential Meeting Discussion Topics for 2016-2017:

- Best Practices in the Development of Internship Programs
- Diversity
- Employee Engagement
- Total Rewards Optimization (Work/Life Flexibility, Benefits, Value, etc.) Scheduled for July 20, 2017
- How HR Can Leverage Social Media
- The Changing World of Office Space and How It Impacts the Way Employees Interact and Communicate (Pods, Work-at-Home; the Connected Office, etc.)
- Understanding and Managing the Impact of Mergers, Demergers and Globalization on the Workforce
- Focus on Well-Being and Resilience
- Agile HR – What?
- Artificial Intelligence and its Implications on Your Workforce