



Anchorage Campus
Society for Human Resource Management (SHRM)
Student Chapter 5583 (ACSSC)

SHRM Student Chapter Operating Plan School Year 2014 - 2015

Purpose: To identify, communicate, direct, and monitor progress on Anchorage Campus SHRM Student Chapter (ACSSC) goals for school year 2014-2015 that advances the vision and strategic plan of ACSSC.

ACSSC President's Vision Statement for school year 2014-2015:

The continued success of ACSSC lies in student participation. This school year, chapter leadership will engage students both members of the chapter and students not members. This engagement will focus on increasing participation in chapter activities, and highlight SHRM and the contribution of this chapter to the student body and community. As a SHRM student chapter, I see our continued expansion towards professional development education in mentorships and internships with HR professionals within the Anchorage area. Also, as part of this chapter's growth and professional exposure, I see two student chapter teams participating in the Pacific West SHRM Student case competition in April 2015. Finally, I see ACSSC striving to achieve National recognition from SHRM through the Merit Award program. To accomplish this vision, student participation is necessity.

Chapter Mission Statement:

To advance the knowledge, skills, and abilities of WBU- ACSSC members and campus students by providing essential professional development resources through education, networking, career guidance, and Chapter sponsored HR and community activities.

ACSSC 2014-2015 Theme: *HR-Bridging the Gap Between Culture and Strategy*

Current ACSSC Status:

- a. Affiliations:** ACSSC is affiliated with the Anchorage SHRM Chapter #200, the Alaska SHRM State Council (ASSC), and the Society for Human Resource Management (SHRM).
- b. Achievements:**
 - 1. For school year 2010-2011, ACSSC received the SHRM Merit award.
 - 2. For school year 2011-2012, the Chapter received the SHRM Superior Merit award.
 - 3. For school year 2012-2013, the Chapter received recognition by SHRM as one of ten Outstanding Student Chapter nationally and the SHRM Superior Merit award.
 - 4. For school year 2013-2014, the Chapter received recognition by SHRM as one of ten Outstanding Student Chapter nationally and the SHRM Outstanding Chapter award.
- c. Membership:** As of May 24, 2014, the current chapter membership is 15 members.
- d. Projects Lose of Members:** During school year 2014-2015 the Chapter is projected to loss eight (8) members to graduation.
- e. Finances:** As on May 24, 2014, the Chapter account balance was \$1,050.00 and \$50.00 in savings account.

ACSSC Goals 2014-2015

See Appendix 1, ACSSC Goals 2014-2015

ACSSC Projects and Programs 2014-2015

See Appendix 2, ACSSC 2014-2015 Projects and Programs

ACSSC Projected Financial Budget.

See Appendix 3, ACSSC 2014-2015 Budget

Progress Reporting:

- a. Format:** See Appendix 4 on format for progress reporting and the responsibility matrix of executive council members and director to report at Appendix 5.

- b. Roles and Responsibilities:** Roles and responsibilities of executive council and directors are at Appendix 6.
- c. Frequency:** At monthly chapter leaders' meetings, oral reports on progress will be provided by positions identified in Appendix 5. On the last Friday of September, November, January, and March written reports will be sent to the president via email on progress status.

Distribution:

A copy of this plan will be provided to each member of the executive community and each director. Additionally, a copy of this plan will be posted to the chapter's web site.

Appendix 1: ACSSC SMART Goals for School Year 2014-2015

Goal #1: Recruit 10 new student members for school year 2014-2015. Of the 10 new members, recruit at least six new members from the campus undergraduate student population and recruit at least four new four from the campus graduate student population.

Recruit 10 new student members school year 2014-2015. Of the 10 new members, recruit at least six new members from the campus undergraduate student population and recruit at least four new four from the campus graduate student population. By May 15, 2015, ACSSC will recruit 10 new student chapter members. The Director of Student Relations will prepare an ACSSC Acquisition and Retention Plan by September 15 and brief ACSSC Leadership on the plan. Once approved, the recruiting plan will be briefed to student chapter members on September 28, at the chapter monthly meeting. The Director of Student Relations and Chapter President will promote benefits of the SHRM Student Chapter at the Fall, Winter, and Spring term new student orientation class, UNIV 1101. The faculty advisor will promote student chapter with campus faculty and the Fall, Winter, and Spring term faculty meetings. The Director of Student Relations will report on October 30, January 15, and March 19, the number of new students recruited.

Goal#2: Form, fund, and train one graduate and one undergraduate HR team to compete in the April 2014 Pacific West SHRM Regional Student Competition.

Form, fund, and train one graduate and one undergraduate HR team to compete in the April 2015 Pacific West SHRM Regional Student Competition. By November 22nd, the Chapter will identify participants for the 2015 HR Games. Once selected, the HR team(s) will prepare for the competition weekly. All ACSSC leaders will be involved in fundraising opportunities 1-2x a term. The Treasurer will update the student chapter members of our finances at every meeting. We will also go to ASHRM and Dr. Ash, Campus Dean, for donation requests two months prior to the event.

Goal #3: Conduct as a minimum, one campus level fundraising activity in fall, winter, and spring terms.

Conduct as a minimum, one campus level fundraising activity in fall, winter, and spring terms. ACSSC will conduct a fundraising activity the week before or after the first meeting of each term. If time permits, we will also add another fundraising activity in the middle of the term. All leadership will participate in the fundraising activities and encourage students to participate as well. We expect to raise a minimum of \$600 at each fundraiser.

Goal #4: Develop and present an approved HRCI a strategic credit topic presentation at the November Anchorage SHRM Chapter 200's November 11, 2014 monthly chapter luncheon.

Members of the student chapter will identify, develop, and present a HR professional topic to the Anchorage SHRM Chapter 200. The Anchorage SHRM Chapter 200 November meeting is scheduled for November 19. The time allotted for this presentation is 80 minutes. By May 24, ACSSC leaders will identify a HR professional topic. By September 6, a student presentation team will be identified. By October 25 the HR topic will be developed into a PowerPoint presentation and presented to the faculty advisor and the Anchorage Chapter College Relations Director, and ACSSC members at the October monthly meeting. On November 6, the student chapter team will conduct a final dress rehearsal presentation. After the presentation, the presenting team will provide to chapter members lesson learned.

Goal #5: Participate in a minimum of three Anchorage SHRM and Mat-Su Valley SHRM Chapters sponsored activities.

By March 28th, 2015, ACSSC will participate in three Anchorage and/or Mat-Su Valley SHRM chapter sponsored activities. The Director of Merit Awards will maintain Chapter progress of this goal by tracking and recording chapter members' attendance at these events through a WBU SHRM Progress Report posted. The faculty advisor will serve as the main liaison with the ASHRM and Mat-Su SHRM College Relations Board representatives to assess event opportunities with the Chapter. The dates have already been designated by the ASHRM and Mat-Su SHRM chapters; therefore, the chapters timing on this completion will be parallel to the dates and allotted times of the activities/events.

Goal #6: Perform four community outreach activities in support of Bean's Café.

For school year 2014-2015, ACSSC will focus on four community service activities that support Bean's Café and its support of Anchorage homeless population. The first activity is the campus winter clothing drive. Winter cloths will be collected and delivered to Bean's Café by October 25; the second activity will be a fundraiser to raise money to purchase Thanksgiving Turkeys. This activity will raise funds through a campus donation drive fundraiser; fundraiser will be conducted in October. The third activity will be the 4th Annual Christmas Bean Box drive. This activity will collect and assemble specific items donated by students and community businesses. These items will be assembled into Christmas "Beanie Boxes". The assembled Beanie Boxes will be delivered on December 18th. The fourth activity will be the Chapter's 4th annual "Idita-Roll" toilet paper drive. Last year the Chapter raised 8,504 rolls of toilet paper, approximately 20% of the need at Bean's Café. This year the Chapter seeks to raise 15,000 rolls of toilet paper. The Idita-Roll drive begins February 23rd and ends March 27th, with delivery to Bean's Café on March 30th. ACSSC leadership will develop specific plans for each activity. ACSSC as a whole is accountable for this goal. At ACSSC Leaders' meeting progress on each activity will be an agenda item

Goal #7: Plan, organize, and host a spring term ACSSC Resume writing and Interviewing Workshop.

By November 5th, 2014, the ACSSC Executive Officers will plan , organize, and promote a Spring Resume Writing & Interviewing Workshop to be held at Wayland's Parkside Campus in March. The planning and organizing phase of the workshop development will be done throughout a series of ACSSC Executive meetings with the help of The Director of Corporate Relations and The Director of Student Relations by providing ideas and feedback on the Human Resources Leaders that will partake in this event. Also throughout this process, a Resume Writing and Interviewing Guide will be updated to provide to the campus students. Promoting of the conference will be completed by the Director of Chapter Information Systems by adding the workshop information on the chapter's website and by The Director of Communication by posting bulletins and informational posters throughout the campus.

Goal #8: Complete required and planned activities in 2014-2015 Student Chapter Planning Workbook.

By April 7, 2015, ACSSC will complete the required and planned activities in the SHRM 2014-2015 Student Chapter Planning Workbook. These activities will be completed with the intention of obtaining enough points to achieve the Superior Merit Award. ACSSC Leadership will identify the activities to be completed, and due dates for each activity by August 22nd. At September ACSSC monthly meeting, ACSSC members will be briefed on activities for 2014-2015. ACSSC leaders will seek volunteers to assist the Director of Merit Awards in the completion of each activity. ACSSC leaders will meet monthly prior to student chapter meetings in person or via e-mail to communicate the status of each activity. At each student chapter meeting, leadership will then present the progress that has been made towards completing these activities, and also publish this information in the ACSSC Newsletter.

Appendix 2: ACSSC 2014-2015 Projects and Programs

ACSSC PROJECTS

Project #1: 3rd Annual Winter Clothing Drive for Bean's Café (August 28 to October 25).

Project #2: Fundraiser for purchasing ten Thanksgiving Turkey's for Bean's Café (November 11 to 14).

Project #3: Christmas "Beanie Boxes" (November 30 to December 20)

Project # 4: 5th Annual "Idita-Roll" Toilet Paper drive for Bean's Café. (February 3 to March 7).

Project #5: Plan, organize, and execute a spring Resume Writing and Interviewing Workshop

Project #6: Write a Fall and a Winter article for the Student SHRM *Focus* magazine.

ACSSC PROGRAMS

Program #1: Resume Writing and Interviewing Workshop 2015

Program #2: Job Shadowing

Program #3: HR Mentorship program

Appendix 3: ACSSC 2014-2015 Projects and Programs

ACSSC 2014-2015 Budget		
Expense Category	Projected Income	Planned Expense
Beginning Balance	\$1,050.00	
Fall Term Fundraisers	\$800.00	
Winter Term Fundraisers	\$800.00	
Spring Term Fundraiser	\$700.00	
Anchorage Campus Support	\$1500.00	
Donations	\$800.00	
<i>SHRM Foundation Donations</i>		\$50.00
<i>Chapter Operating Expenses</i>		
Fundraising Supplies		\$800.00
SHRM Honor Chords Graduation		\$75.00
<i>Monthly Meeting Expenses</i>		
Seven monthly meetings, refreshments		\$110.00
<i>Pacific West SHRM Regional Conference</i>		
<i>Travel</i>		
Graduate HR Team to Regional Competition (4)		\$2400.00
Undergraduate HR Team to Regional (3)		\$1800.00
<i>Hotel</i>		
Graduate HR Team to Regional Competition (4)		\$400.00
Undergraduate HR Team to Regional (3)		\$400.00
<i>2014 NHRMA Conference</i>		
Chapter Leadership Registration		\$100.00
<i>2014-2015 Initiatives</i>		
10 Turkeys for Bean's Café		\$200.00
2 Scholarships for Campus Students		\$300.00
TOTAL	\$5660.00	\$6635
Short Fall	(\$975.00)	

Appendix 4: Progress Report Format and Reporting Responsibilities

ACSSC Progress Report	
NAME:	Chapter Position:
Title of Goal/Project/Program:	
Start Date:	Due Date:
Purpose or Objective of Goal/Project/Program:	
List of Key Tasks Accomplished:	
List of Key Tasks still to accomplish:	
Barriers to complete Goal/Project/Program on time:	
Additional Remarks as needed:	

Appendix 5 Responsibilities to Report Matrix

Executive Committee and Chapter Directors			Vice President	Secretary	Treasure	Dir. Merit Award	Dir. Information Systems	Dir. Communication	Dir. Corporate Relations	Dir. Community Relations	Dir. Student Relations
Goals	Projects	Programs									
Goal 1- Recruit 10 new student members for school year 2014-2015. Of the 10 new members, recruit at least six new members from the campus undergraduate student population and recruit at least four new four from the campus graduate student population.	X	X	X	X	X	X	X	X	X	X	X
Goal 2-- Form, fund, and train one graduate and one undergraduate HR team to compete in the April 2015 Pacific West SHRM Regional Student Competition.	x		x							x	x
Goal 3-- Conduct as a minimum, one campus level fundraising activity in fall, winter, and spring terms.	x		x					x		X	x
Goal 4 - Develop and present an approved HRCI a strategic credit topic presentation at the November 11 th Anchorage SHRM Chapter 200 monthly chapter luncheon.	x		x	x				x	x		x
Goal 5-- Participate in a minimum of three Anchorage SHRM and Mat-Su Valley SHRM Chapters sponsored activities.	x	x		x				x		x	
Goal 6-- Perform four community outreach activities in support of Bean's Café	x	x	x	x	x	x	x	x	x	x	x
Goal 7--Plan, organize, and host a spring term Resume writing and Interviewing Workshop	x	x	x	x	x	x	x	x	x	x	x
Goal 8-Complete required and planned activities in SHRM 2014-2015 Student Chapter Planning Workbook.	x	x		X							
Project #1: Winter Clothing Drive for Bean's Café (August 28 to October 25)	x	x	x	x	x	x	x	x	x	x	x
Project #2: Fundraiser for purchasing Thanksgiving Turkey's for Bean's Café (November 11 to 14).			x							x	x
Project #3: Christmas "Beanie Boxes" (November 30 to December 20)	x		x			x	x	x			
Project # 4: 4th Annual "Idita-Roll" Toilet Paper drive for Bean's Café. (February 3 to March 7).	x	x	x	x	x	x	x	x	x	x	x
Project #5: Plan, organize, and execute a Resume Writing and Interviewing workshop.	x	x	x	x	x	x	x	x	x	x	x
Project #6: Write a Fall and a Winter article for the Student SHRM <i>Focus</i> magazine.	x			x	x						
Program #1: Resume Writing and Interviewing Workshop	x	x	x	x	x	x	x	x	x	x	x
Program #2: Job Shadowing	x							x	x		x
Program #3: HR Mentorship	x								x		x

Legend	
X	Primary responsibility
C	External Coordinating Responsibilities
S	Internal Support Responsibilities

Appendix 6: ACSSC Leadership Roles and Responsibilities

Chapter Executive Officers

President, Vice President, Treasure, and Secretary Overall Responsibilities:

- Be fully conversant with the chapter bylaws.
- Act as the primary interface between the student chapter, advisor, the department and university within which it functions, and SHRM.
- Establish a clear set of objectives and an operating plan for the chapter year.
- Take responsibility for fulfillment of the chapter's established objectives.
- Train newly elected officers and hand over materials each spring.

President. Shall preside at all meetings of this chapter; shall act as chairperson of the Executive Council; and shall be an *ex-officio* member of all committees except the Nominating Committee. The president shall generate and update the chapter mission statement and annual goals/objectives. The president shall appoint chairpersons for standing and temporary committees, and shall administer the business of this chapter between regular meetings, exercising authority consistent with the powers given in the bylaws.

Vice President. Shall perform the duties of the president in the event of his or her absence, disability or at the president's request. If the office of the president becomes vacant, the vice president will temporarily act as president of this chapter. The chapter membership will then nominate and vote on a permanent replacement for the president. Shall also be responsible for coordinating the semester calendar of events for the chapter. The vice president oversees the director of corporate relations, the director of finance and the director of student relations.

Secretary. Shall take minutes of meetings, distribute meeting agenda and previous meeting minutes, circulate sign-in and sign-up sheets at meetings, make copies available of relevant announcements, scholarship forms, and any other materials for distribution at chapter meetings. The secretary shall also distribute all announcements, meeting agenda and minutes for chapter members through the listserv. The secretary oversees the director of communication, director of chapter information systems and director of SHRM Merit Awards.

Treasurer. The treasurer has the responsibility for gathering, distributing and managing the chapter's funds. Sound chapter operations require the establishment of

and adherence to realistic budgets. All officers should be informed of funds budgeted for chapter activities prior to planning for the year.

Chapter Directors

Director of Chapter Information Systems. Shall develop, maintain and regularly update the chapter Web site, listserv and membership database.

Director of Communication. Shall update chapter bulletin board, post fliers and contact interested student organizations to advertise upcoming chapter events, submit articles publicizing chapter events to media outlets, and generate a chapter newsletter each semester.

Director of Community Relations and Development. Shall pursue and organize community service projects and fund-raising events, and shall be responsible for recruiting and coordinating volunteers for chapter/university marketing/recruitment and retention programs.

Director of Corporate Relations. Shall contact and coordinate speakers for chapter meetings. Shall identify speakers on various topics of interest to chapter members, formally invite them to present; send a confirmation letter with the time, date, topic and directions to campus; host, schedule audiovisuals, and provide technical assistance as needed the day they present; and send thank you letters after their visit. Shall generate the speaker calendar each semester and maintain a speaker database to keep track of past speakers, topics and chapter members' evaluation of their presentation.

Director of Student Relations. Shall welcome new and help retain existing members, recruit from HR classes, provide forms for joining SHRM National, and assist and mentor students in ways that enrich their chapter membership experience. Shall maintain graduated student database to which student information is transferred from the membership database to this alumni database and record graduating student job placement information, including (minimally) hiring company and position.

Director of SHRM Merit Awards. Shall advise, track and record how chapter activities fit national SHRM Merit Award guidelines. At least twice a semester, shall inform chapter on point totals, and shall submit the Student Chapter Merit Award application to SHRM National.