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- I. Call to Order
 - II. Approval of June 14, 2018 minutes
 - III. Approval of New Members:
 - A. Vicki Cooper, Records and Information Manager in [Steely Library / University Archives](#), to replace David Bauer, who has resigned in order to serve as Staff Regent
 - B. Melanie Hall, Academic Coordinator in the [Department of Counseling, Social Work, and Leadership](#), to replace Josh Neumeyer, who is leaving NKU
 - C. Beth McCubbin, Academic Coordinator in the [Department of Teacher Education](#), to replace Katie Lovold, who is leaving NKU
 - IV. Guests: Nancy Bardgett and Lindsay Becker will introduce us to [Project Search](#); see the accompanying attachment for more information.
 - V. Election of Staff Congress Officers:
 - A. Nomination & Election of President
 - B. Nomination & Election of President-Elect
 - C. Nomination & Election of Secretary
 - D. Appointment of Parliamentarian
 - VI. Liaison Reports
 - A. Board of Regents – Staff Regent David Bauer
 - B. Administrative Liaison – Chief Human Resources Officer Lori Southwood
 - C. Faculty Senate – Budget Committee Chair Dr. Janel Bloch
 - D. Student Government Association – President Hannah Edelen / VP Matthew Frey
 - VII. President's Report – no report
 - VIII. Standing Committee Formations: Assignments of Chairs pro-tempore and setting of first meeting dates:
 - A. Benefits
 - B. Constitution & Bylaws
 - C. Credentials & Elections
 - D. Outreach
 - E. Policies
 - F. Scholarship
 - IX. University Committees: Assignment of SC Representatives
 - A. Benevolent Association
 - B. Food Service Advisory
 - C. IT Advisory Committee
 - D. Regent's Distinguished Service Award
 - E. Sustainability Strategy Work Group
 - F. Transportation
 - G. Wellness
 - X. Ad-Hoc Committee
 - A. Roundtable Discussion
 - XI. Old Business
 - XII. New Business
 - XIII. Announcements:
 - A. Meeting of the Staff Congress Council of Chairs, comprising Standing Committee Chairs and University Committee Representatives: schedule of meetings to be determined; the first meeting will take place about a week prior to the August Staff Congress meeting.
 - XIV. Adjournment

Members Present: Sue MA, Anita S, Chris W, Dave G, Mike I, Meg C, Felicia S, Kimberly W, Amberly N, Rebecca Cox, Mary B, Steve S, Ryan S, Sara C, Ashley Coates, MaryAnn T, AJ Miller, Krista R, Melanie H, Beth M, Tina A, Cindy A, Vicki C, Chris C, Tiffany B, Diana W, Brenda M, Chris D, Chris B

Guests: Janel Bloch, Lindsey Becker, Nancy Bardgett, Jennifer Moody, Lauren Franzen, Lisa Horney, Grace Hiles, Dave Bauer, Katie Lovold, Matt Frey, Lori Southwood

Absent: Deanna, Erika, Quentin, Robert, Terri, Kim S

- I. Call to Order – 1:05pm
- II. Approval of June 14, 2018 minutes - motion to approve minutes as submitted made by Steve Slone and seconded by Sara Conwell; motion passed by voice vote with no opposition or abstention
- III. Approval of New Members:
 - A. Vicki Cooper, Records and Information Manager in [Steely Library / University Archives](#), to replace David Bauer, who has resigned in order to serve as Staff Regent; motion Steve, Krista
 - B. Melanie Hall, Academic Coordinator in the [Department of Counseling, Social Work, and Leadership](#), to replace Josh Neumeyer, who is leaving NKU; motion Chris, Kimberly W
 - C. Beth McCubbin, Academic Coordinator in the [Department of Teacher Education](#), to replace Katie Lovold, who is leaving NKU; motion Ryan, Tina
- IV. Guests: Nancy Bardgett and Lindsay Becker will introduce us to [Project Search](#); see the accompanying attachment for more information.
 - A. Nancy introduced the group, and Lindsey shared some stories about student experiences on campus in offices such as Campus Rec, HR, Facilities, and IT.
 - B. AJ asked about liability/risk – the students are covered by the insurance of the schools they come from
 - C. Krista asked about sharing a student between departments, or having them help on a more ad hoc basis; Nancy said they are happy to work out options to have a student on a regular schedule, and maybe in one building, but working in different offices within that building/college during their internship time.
 - D. Brenda noted that FM is short-handed, particularly in the new Health Innovation Center, and offered to pass on to her supervisor information about the program. Nancy appreciated this, and added that sharing the information about the program with anyone who might have an opportunity or even be willing to mentor one of the students.
 - E. Sara Conwell asked about the 10-week timeline; Lindsey explained that the beginning is spent acclimating them to campus, and actual work placements are Sep-Dec and Feb-May, generally from 9am-2pm.
- V. Election of Staff Congress Officers:
 - A. Nomination & Election of President
 1. Nominated for President were Sue Murphy Angel and Steve Slone; there was not a simple majority, so the requested absentee ballots will be allowed to be cast and counted to determine the winner.
 - B. Nomination & Election of President-Elect

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1. Nominated for President-Elect were: Sara Conwell, Erika Jay, and Steve Slone; Sara Conwell was elected by a simple majority of members.
 - C. Nomination & Election of Secretary
 1. Nominated for Secretary were: Rebecca Cox and Steve Slone; Rebecca Cox was elected by a simple majority of members.
 - D. Appointment of Parliamentarian: the appointment was deferred until the August meeting, after the election of president is complete, so that elected person can
- VI. Liaison Reports
- A. Board of Regents – Staff Regent David Bauer (no report)
 - B. Administrative Liaison – Chief Human Resources Officer Lori Southwood
 1. BOAS: bike share program will continue with a newly renegotiated contract
 2. HR: state-legislated tuition waiver change means that NKU employees are no longer guaranteed waiver of tuition at other state universities, but in collaboration with the other schools, the program will be continued through at least the fall 2018 semester to allow those enrolled to continue their programs, and a longer-term resolution is being discussed with the involvement of CPE; tax law changes now mean that parking deductions are considered on a post-tax basis, rather than pre-tax, and campus rec deductions will now include a 6% state sales tax on membership-related charges (does not affect students/employees who use the facility for free)
 3. IT: reminder of the new tool which scans emails for sensitive personal information such as SSNs (include announcement and link to
 - C. Faculty Senate – Budget Committee Chair Dr. Janel Bloch
 1. Faculty survey results are nearly complete, and will be posted on the website soon
 - D. Student Government Association – President Hannah Edelen / VP Matthew Frey
 1. SGA has been meeting monthly to develop an agenda for the year, which includes: basketball tailgate planning, civil discourse related to mid-term election debates (particularly Wil Schroder and Rachel Roberts in the 24th KY Senate District)
- VII. President's Report – no report
- VIII. Standing Committee Formations: Assignments of Chairs pro-tempore and setting of first meeting dates:
- A. Benefits – Krista; last Wed 1pm GH570
 - B. Constitution & Bylaws – Tiffany & Chris C; last Mon 9am TBD
 - C. Credentials & Elections – Tina & Sue; wed following SC meeting 2pm AC 105
 - D. Outreach - TBD
 - E. Policies – Steve & Meg; last Wed 1pm AC615
 - F. Scholarship – Amberly & Cindy; TBD
- IX. University Committees: Assignment of SC Representatives
- A. Benevolent Association - TBA
 - B. Food Service Advisory – Kimberly Wiley
 - C. IT Advisory Committee – AJ Miller
 - D. Regent's Distinguished Service Award – Tina Altenhofen
 - E. Residency Review Committee – AJ Miller
 - F. Sustainability Strategy Work Group – Tiffany Budd/ Chris Bowling
 - G. Transportation – Chris Bowling

- H. Wellness – Anita Southwick
- X. Ad-Hoc Committee
 - A. Roundtable Discussion – Sara Conwell
- XI. Old Business
- XII. New Business
- XIII. Announcements:
 - A. Reminder re: Employee Picnic on Friday August 3rd ; volunteer signup coming
 - B. “NKU Staff” page on Facebook
 - C. AJ Miller announced Sat 8/18 is the FreshFusion event for incoming freshmen – if you’re interested in helping, click here:
 - D. Meeting of the Staff Congress Council of Chairs, comprising Standing Committee Chairs and University Committee Representatives: schedule of meetings to be determined; the first meeting will take place about a week prior to the August Staff Congress meeting.
- XIV. Adjournment - motion to adjourn made by Chris Bowling and seconded by Krista Rayford; motion passed by voice vote with no opposition or abstention; meeting adjourned at 2:42pm



Welcome to Norse Project SEARCH

Norse Project SEARCH is a collaborative partnership between NKU and Campbell County Schools in which high school students with disabilities, ages 18-21, are given the opportunity to explore different types of work, and to learn work skills that will enable them to obtain community-based employment upon completion of the program. Through Norse Project SEARCH, special education students from Northern Kentucky high schools work at “internship” sites all over the NKU campus.

The Project SEARCH organization has used this model over the past 10 years to help individuals with disabilities prepare to obtain competitive employment. They have over 425 sites worldwide, and provide the program at NKU with the expertise and experience to ensure that the program is run professionally and effectively.

What schedule do the student interns follow?

Students complete three 10 week internships during the academic year. Students arrive on campus at 8:00AM to participate in an “Employability Skills” class. They arrive at their internship site at 9:00AM, and work until 2:00PM. They take their lunch break whenever it is appropriate during the work day. Concerns about “not having enough work” for a student to do can be addressed by “sharing” an intern between offices.

Are the student interns paid?

The student interns are not paid, because they are participating in a high school transition program, the purpose of which is for them to learn new skills. Project SEARCH follows Department of Labor standards regarding this type of internship.

What kinds of support do Norse Project SEARCH staff provide?

Norse Project SEARCH staff are present and available to assist with all steps of the process—they are on campus whenever the interns are on campus. Staff from Norse Project SEARCH work closely with each internship provider to identify tasks that the student can carry out, work with the student on site to teach new tasks, and check in with the student and the internship provider on a daily basis.

What types of tasks can Norse Project SEARCH interns do?

Our students have many different skills and interests, so we are looking for a variety of internship sites. Our interns can learn to perform many different types of tasks. See the back of this page for a list of some of the tasks that our interns have carried out at NKU over the past year.

What is the benefit of having a Norse Project SEARCH student intern work in your department?

The intern gains valuable experience and skills. The internship provider gains an extra set of hands, and often the ability to tackle tasks/projects that regular employees don’t have the time to carry out.

For more information please contact:

Lindsay Becker, Norse Project SEARCH: 572-7923 beckerl3@nku.edu

Nancy Bardgett, NKU Project SEARCH Liaison: 572-6149 bardgett1@nku.edu

Lauren Franzen, HR Manager-Office of Human Resources: 572-7523 franzenla@nku.edu



Tasks that Norse Project SEARCH Interns carried out during the 2017-2018 Academic Year:

Office:

Alphabetizing
 Copying
 Shredding
 Word/ Excel
 Sorting/ Distributing mail
 Labeling
 Organizational tasks
 Data entry
 Inventorying
 Laminating
 Data Recording
 Greeting guests
 Front Desk
 Data Entry

Lab Skills:

Cleaning animal cages
 (washing/ disinfecting)
 Cleaning/ disinfecting water
 bottles for animals
 Replacing old bedding with new
 bedding
 Refilling food and water for
 animals
 Cleaning the lab (sweeping the
 floors, dusting and wiping
 down all lab work areas)
 Cleaning and disinfecting all
 other items inside cages (toys
 and huts)
 Misting animals
 Using sanitizer
 Using computer program to
 mark neurons

Information Technology:

Re-imaging computers
 Installing software
 Running updates
 Going on "Ticket Runs"
 (equipment repair)

Help Desk

QA- troubleshooting "quick
 links"

Custodial:

Laundering
 Dust Mopping/ sweeping
 Vacuuming
 Sanitizing
 Wiping down surface areas
 Organizational
 Trash pick up
 Sorting recycled materials

Facilities Management:

Changing out light ballasts
 Testing electrical outlets
 Inventorying parts/ tools
 Retrieving deliveries
 Stocking
 Changing oil
 Changing brake pads
 Testing/replacing bad fuses
 Disassembling parts
 Washing vehicles
 Navigational/ mapping
 Shredding
 Sorting recycled materials
 Operating trash compactor
 Loading/ unloading
 Breaking down boxes
 Mowing
 Weed eating
 Pruning
 Blowing
 Planting
 Seeding
 Mulching
 Watering
 Transplanting
 Pulling weeds
 Stocking

Documentation/ Logging

Retrieving deliveries

Nursing/ Medical:

Checking vitals-(blood pressure,
 pulse, oxygenation levels,
 respiration)
 Recording height and weight
 Prepping Exam rooms
 Assisting nurses with labs
 Taking Temperatures
 Supply inventory
 Sanitizing

Event Set Up:

Banquet/ event set up (setting
 up chairs, tables etc.)
 Stocking
 Documentation/ Logging
 Retrieving deliveries
 Loading/unloading

**We are always looking for new
 tasks for our interns to try!**

Many offices have tasks or
 projects that have been put on the
 "back burner" because of lack of
 time on the part of employees.
 These types of tasks are often
 ideal for a Project SEARCH intern
 to carry out. Project SEARCH staff
 can meet with your department to
 help to identify tasks that a
 Project SEARCH intern can carry
 out.