



Campus Safety Committee Meeting Minutes

Members

([P] indicates member present at today's meeting)

Employee Represented:

[P] Nellie Bass (NB), Center for Student Health & Counseling
[] Paul Boevers (PB), Transportation & Parking Services
[] Deanna Britton (DB), College of Liberal Arts & Sciences
[P] Erica Hunsberger (EH), Environmental Health & Safety
[P] Michael Jantzen (MJ), Office of Information Technology
[P] Alyssa Koida (AK), Global Engagement & Innovation
[P] Joe Potter (JP), Facilities & Property Management
[P] Clare Quinn (CQ), College of Liberal Arts & Sciences, Chair
[] Jeffrey Smith (JS), Diversity & Multicultural Student Services
[] Deanna Wiley (DW), PSU Foundation

Employer Represented:

[] Todd Bauch (TB), Campus Recreation
[P] Erin Burns (EB), Helen Gordon Child Development Center
[P] Maddie Franke (MF), University Housing & Residence Life
[P] Josh Hendricks (JH), Campus Public Safety Office
[P] Marcos Ordaz (MO), School of Business
[P] Jeffrey Rook (JR), Environmental Health & Safety
[P] Lisa Sablan (LS), Research & Graduate Studies
[P] Melissa Scholl (MS), Human Resources
[] Mercedes Youngston (MY), Conferences & Events

Alternate:

Ad Hoc:

[P] Angel Antonucci (AA), Environmental Health & Safety
[] Tiara Halsey (TH), Emergency Management
[] Nikki Ludd (NL), Environmental Health & Safety

Meeting Call to Order

Date: 8/13/2025

Time: 1:02 pm

Quorum Met: Y

Approval of Meeting Minutes from Previous Meeting (Vote)

[x] indicates members vote



Minutes approved as is	☒
Minutes approved with minor corrections	☐
Minutes not approved – corrections required	☐
Minutes not approved – quorum not met	☐

Announcements

(Whom provided by, description of the announcement, date of event or impact, if applicable)

- There will be a workplace safety inspection 8/26 at FAB from 10:30 - 12:00. Please notify Erica if you will be attending.
- Welcome Lisa Sablan, Research and Graduate Studies!
- The CSC Google Calendar meeting slot will be updated to 60 minutes from 90 minutes to reflect the typical length of meetings.

Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

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Accident / Injury Report (provided by Human Resources)

Reportable Incidents

(Date of incident, location, description of incident, committee recommendations)

- 7/8/25, UCB 2nd floor, Nurse Manager – The lid of a pressurized bottle of Aerosol Foam Hand Sanitizer burst off and hit me in the right eye.
- 7/23/25, SMSU, Student – A U boat with approximately 800lbs of stuff on it was getting moved by me and two others. I was helping by pulling the cart and one of the cart wheels ran up by foot.

Non-Reportable Incidents

(Date of incident, location, description of incident, committee recommendations)

- 7/17/25, HG CDC, Teacher – I sat down in a small mattress on the floor and hit the back of my lower head against the edge of a table that stands behind the mattress.
- 7/7/25, SMSU, Student – I was walking from the main entrance to behind the counter, I tripped on a slight edge of a soda box, I tripped and hit the corner of a trash can onto my left side and hit my knees onto the floor. I was able to get back up quickly.



Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: FAB

Quarter of inspection: Fall

Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

- [Inspection Sheet \(blank\)](#)

Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow-up, date investigated/resolved)

- MY – Last week, someone pulled the fire alarm at SMSU. Evacuation was successful and quick. Discuss with Nikki Ludd on better procedures for ‘all clear’ announcements.
 - MY not present, will follow up next meeting **9/10/25**.
- EH, JR, CQ – There is not currently a publicly accessible list of construction projects on CPC’s website – only major projects, such as the Art and Design building, are noted.
 - A more transparent project list with contact information would be helpful for affected departments as well as other community members, particularly considering that some people do not have access to this information and may not be included by notices or supervisors. However, there are also concerns of people unnecessarily contacting project managers.
 - Jeff will bring this up to Quinn Soifer, director of CPC, and will report next meeting **8/13/25**. There is currently a private log of these projects that is not publicly accessible.
 - UPDATE – CPC will add a link on their website over the next month or two. CPC will be updating their website to reflect all the projects they are involved in on campus, and will add the campus impact notice website for quick reference. Discussed on 7/14/2025.
 - The [Facility Impact Notices](#) is a very helpful resource, and includes an interactive calendar.
 - [Capital Projects and Construction](#)

Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow-up is required as an action item)

- JH –

- Blackstone has been boarded up, including entrances and the first floor of the fire escape. Demolition will take place in June of 2026. Please notify Campus Public Safety if you notice any suspicious activity at the building or need to enter the building as part of work.
- Met with CPSO, EHS, and HG CDC to discuss and roleplay proper procedure in response to active threats, re: the gunshot incident last month, with the assistance of Tiara Halsey.
- Drafted an email with NL to Heather Randol (Facilities) and Quinn Soifer (CPC) on proper procedure for employees making themselves known when entering spaces. They will be sending out this information to employees as a reminder.

- EH – The annual Wildfire Smoke Prevention training is out. Please take this required training soon.

- MJ – Found a missing fire extinguisher in FAB's OIT office, and put in a work order for Facilities. It had also been stored improperly.

- NL –

- If you locate any old or missing fire extinguishers, please notify Nikki. She has completed the replacements for buildings last swapped in 2023, and will be starting on 2024 soon.
- Met with the fire marshall to discuss removing the lower portion of the stairs under Blackstone's fire escapes to prevent access to the roof.

- CQ – HVAC project will be taking place in SMSU soon, impacting some employees.

- JR –

- SMSU HVAC project is being slightly delayed. EHS will be conducting thorough air monitoring testing throughout the duration of the project, expected to take a year.
- Art and Design building construction is going well and according to schedule.
- The project currently blocking the intersection at 11th and Mill blocking entrance to the SRTC loading dock is being resolved. Concrete is being laid, and is expected to reopen next week.

- JP – Will Mill St. be fully replaced, impacting more than just the intersection?

- JR – Yes. This project phase is expected to start in 2 to 3 weeks and be resolved quickly.
- RMNC will be starting a replacement project for their HVAC units. There will be temporary air conditioning units installed.
- EHS will be conducting an analysis of the past 5 and a half years of injuries, near misses, and accidents with the goal of recognizing problematic patterns, and see what additional training, PPE, administrative controls, etc. may be needed.
 - These processes are currently the best among universities in Oregon. If you have any suggestions or questions, please contact EHS.

New Action Items

(Whom it was assigned to, description of action item/safety concern, expected date of follow-up)

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Meeting Adjourned

Time: 1:35 pm

Next Meeting

September 10th, 2025

Location: Zoom