



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
[P] Deanna Britton (DB), College of Liberal Arts & Sciences
[P] Benjamin Crall (BC), College of Engineering & Computer Science
[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

Employer Represented:

[] Todd Bauch (TB), Campus Recreation
[P] Erin Burns (EB), Helen Gordon Child Development Center
[P] Maddie Franke (MF), University Housing & Residence Life
[] 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
[P] Mercedes Youngston (MY), Conferences & Events

Alternate:

Ad Hoc:

[P] Angel Antonucci (AA), Environmental Health & Safety
[] Tiara Halsey (TH), Emergency Management
[P] Ed Ivory (EI), College of Engineering & Computer Science
[P] Nikki Ludd (NL), Environmental Health & Safety

Meeting Call to Order

Date: 10/8/2025

Time: 1:05 pm

Quorum Met: Y

Approval of Meeting Minutes from Previous Meeting (Vote)

[x] indicates members vote

Minutes approved as is

[X]

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)

- If you're unable to attend meetings, you may assign a proxy in your absence.

Presentations / Discussions

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

- CQ – The CSC is due for another workplace inspection. Peter Stott Center will be scheduled for this fall.
 - MY – Will this be an inspection of just working spaces or also lockerrooms, storage areas, etc.?
 - EH – Yes, it will include as many spaces as possible. Rooms in active use will not be inspected.
 - JR – The committee can check with staff beforehand to schedule the inspection for times of least activity.
 - NL – A backup inspection could also be held at the Art Building.

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

- 8/28/25, Wild Rose Coffee, Access Counselor – a large hot chai latte was spilled on accident on my left side.
 - EH – Is this relevant to workplace safety?
 - MS – Unknown, she is not aware of any other details.
 - JR – This incident has not been reviewed by EHS and may or may not need further investigation or reporting.

Non-Reportable Incidents

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

- 9/2/25, SHAC, Nurse – Moved a small delivery box in the mail room to try to locate a package and it was heavier than anticipated - package of hot/cold packs. Had pain muscles right lower back and right lower abdomen afterwards.
- 9/25/2025, CH 150, Painter – exposure to stripper fumes my eye got irritated.
- 9/26/25, SHAC, Network analyst – dismantling a road closure sign after the SHAC Block Party. The cross brace was bent under tension,

and released suddenly, striking me in the face.

- 9/15/25, SRTC 207, Lab preparator – Turtle bit me while I was preparing to inject his anti inflammatory medication. Our turtle is receiving treatment for his illnesses and requires injections if medication on an ongoing basis. He is not happy about it. He communicated his displeasure to my left forearm.

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: PSC

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 – Several weeks ago, 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 10/8/25.
 - Forgot to discuss, will follow up **11/12/25**.

Rounds / New Safety Concerns

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

- EB – Yesterday morning (before 7 am), there was a campfire outside HG CDC with a strong odor. Some staff have smell sensitivities. What would be done to address these kinds of incidents?
 - EB – There is an on-call team for Facilities that can address these incidents. CPSO may also be contacted.
 - EH – She had contacted them once before to close vents after another campfire incident, but had not received any followup or assistance.
 - JR – These adjustments can often be made remotely, so workers may not be seen actively addressing issues. This area has been marked as particularly problematic for fires by CPSO, and the university is aware of frequent issues

occurring here. However, the lack of communication is an issue. JR will speak to FPM and update the committee at the next meeting, **11/12/2025**.

- NL – Fire drills are held quarterly in residential buildings, and once a month in childcare spaces. All other university spaces have annual fire drills, typically during fall. Some areas (non-academic or administrative) will be drilled today. Next week the rest of campus will be holding evacuation drills. Precise scheduling is not announced ahead of time in order to mimic real emergencies. There will be an impact notice sent out soon.
 - If you see others not evacuating, please prompt them. Contact EHS-group@pdx.edu for any support you may need.
 - NL has created a more detailed and visual evacuation map noting evacuation routes and locations that she will send to the group.
- JP – Now that campus is more active, he has witnessed several near-misses between pedestrians and vehicles. Remember to be mindful and aware of your surroundings, particularly around areas with heavy traffic.
- CQ – There are coworkers who often desire door stops. Are these ever acceptable?
 - NL – Door stops can be problematic, both for safety reasons and as a tripping/ADA hazard. Secured doors and fire doors should not be propped open. Contact EHS-group@pdx.edu for alternatives or assistance with your needs.
- JR –
 - Per recent FAB inspection: some areas were not inspected and JR will be returning for followup, including Suite 70.
 - South Park Blocks will see 96 trees being pruned and 9 trees removed over the next 2 months. This is being completed by Parks and Rec and will heavily impact access and noise exposure in the area. This includes 2 tree removals outside of Shattuck Hall.
 - NL – Pedestrians often ignore caution tape. If you see people cutting through, please redirect them.
 - JP – There has been caution tape in the Park Blocks since Party in the Park that has no clear purpose. What is it for?
 - Unknown. It may be from Parks and Rec. JR and JP to discuss and update the committee at the next meeting, **11/12/2025**.
 - The Art and Design building will be having cladding installed, so fencing has been extended for 3 months to accommodate work. Avoid traveling through this area if possible.
 - There is a dog park being planned for 10th and Mill.

- Blackstone Residence Hall and Millar Library bike shelter will be demolished June/July 2026. Fencing will be going up shortly prior to this.
- October is Fire Safety Month. Please purchase fire extinguishers for your home, and check your smoke alarms. They should be replaced every 10 years, and batteries more often as needed.

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: 1:45 pm

Next Meeting

November 12th, 2025

Location: Zoom