

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
[P] 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
[P] Jeffrey Smith (JS), Diversity & Multicultural Student Services

Employer Represented:

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

Alternate:

☐ Ed Ivory (EI), College of Engineering & Computer Science

Ad Hoc:

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

Meeting Call to Order

Date: 11/12/2025

Time: 1:00 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

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Announcements

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

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Presentations / Discussions

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

Discussion of chairperson roles:

- CQ is the current chairperson, and there is no vice chairperson. This role is not mandatory, but you may contact CQ if you are interested. It's a less involved role and only requires attending the monthly check-in meeting and stepping in when the chairperson is absent for meetings.
- CQ's term as chairperson is coming to a close in June and a new member will need to take the role. Please contact CQ if you are interested. This is a great easy opportunity to practice conducting meetings, leadership roles, etc. Responsibilities include:
 - A ~30 minute monthly check-in meeting with EH and JR to discuss action items, issues needing to be addressed, the upcoming agenda, etc.
 - Holding/attending the monthly ~1 hour committee meeting
 - Attending inspections once per term
 - Preparing the brief annual report

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

- 10/7/25, ASRC, Student – Dusting a windowsill by the guard chair on the east side of the pool, took a half step back and fell off the bench I was standing on. Landed on concrete with left leg, and right knee came down on the bench.
- 10/24/25, HG CDC, Teacher – Child threw toy, hit right foot/ankle
- 10/16/25, HG CDC, Student – I was doing my regular closing work cleaning, re-arranging everything for next day. I slipped in the bathroom near laundry area striking my right foot on the floor and right shoulder to the door corner edge.
- 10/23/25, 222 SW Harrison, Officer – I arrested someone who had a warrant and during the search incident to arrest I searched his right jacket pocket and was poked on the right middle finger. When I took my glove noticed a small drop of blood on my finger. I notified my sup.....



- JH – Should the sharps column be checked for this incident?
 - EH – This option typically refers to needle sticks / bloodborne pathogen exposure and is an OSHA requirement to track incidents. This does not need to be marked here.

Non-Reportable Incidents

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

- 10/13/25, HG CDC, Teacher – A child was upset, crying on the floor. I went up to him to help. I squatted down to comfort and talk to him. Suddenly, I felt and heard a crack in my right knee. co-worker asked if I need help getting up. I said no. I got up and walked away limping.
- 10/23/25, HG CDC, Teacher – hot glue went in between two fingers on left hand. minor blister burns.
- 10/23/25, SHAC, Nurse – Getting appt. from the lobby and catching door as it closed and jammed left 5th finger.
- 10/14/25, HG CDC, Student – A child was on my lap and I was criss-cross on the ground, trying to calm him down and my knee slipped and the joint got stuck outside of the socket for about 5 seconds before I could pull it back in

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.
 - Will follow up next meeting 10/8/25.
 - Forgot to discuss, will follow up 11/12/25.
- NL not present to discuss, MY will reach out and report back next meeting, **12/10/25**.

- EB – Yesterday morning (before 7 am), there was a campfire outside HGCDC with a strong odor. Some staff have smell sensitivities. What would be done to address these kinds of incidents?
 - EH – There is an on-call team for Facilities that can address these incidents. CPSO may also be contacted.
 - EB – 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.
 - Update: Best procedure during these incidents is to contact the Work Control Center. During off-hours, these concerns will be sent to the one-call system and adjustments will be made according to the situation. HGCDC can have some adjustments made remotely. Re: lack of communication – the Work Control Center may not always respond directly to confirm completion of the task, particularly if the issue was called-in rather than submitted as a work order. If the situation is ongoing, more resources can be directed towards addressing it.
 - The lack of communication can be a major issue. Per JH and MY, the one-call system is a third-party dispatcher that contacts the FPM on-call staff member, who will ask if you would like a call back when the issue is resolved. However, EB has called multiple times and been told a staff member will come or reach back out soon with no response.
 - CQ will contact Cary Morris to discuss these issues and report back next meeting, **12/10/2025**.
- 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.
 - Update: The caution tape was likely related to this pruning project.

Rounds / New Safety Concerns

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

- JR –
 - Re: Accident and injury reports that are reviewed by the committee – the purpose of reviewing these is to notice possible trends and additional recommendations/training/etc. that may be pertinent to staff safety. HGCDC's high rate of incidents is not unusual given its status as a childcare facility, but investigations will occur when abnormal situations arise. The reporting system has also been improved to streamline the process and prevent injuries going forward. PSU has the lowest incident rate out of many Oregon universities, but it's difficult to state whether this is due to superior safety procedures, a lack of reporting, etc.
 - EB – In the past few years the number of reported incidents at HGCDC has risen, but this is largely due to management encouraging staff to report incidents that typically would not have been in the past.
 - EH – Per the uptick in ergonomic incidents at HGCDC, EH may conduct a workplace ergonomic assessment or review stretching techniques with staff. EB and EH to discuss and update the committee next meeting, **12/10/25**.
 - CQ – Are there positions at PSU that require or encourage pre-work activities such as donning certain protective equipment or stretching?
 - JR – Yes, particularly based on historical data from workplaces that have significant ergonomic impacts. Accident reports are routinely reviewed to assess additional needs.
 - Current construction projects:
 - SMSU will have upcoming impacts for approximately the next 10 months or more as portions of the HVAC project are completed. Access to the building and heating/cooling systems may be impacted.
 - Millar Library and RMNC will have upcoming impacts for elevator and HVAC system improvements, respectively. Remember to sign up for building impact notices.
- NB – SHAC's process for verifying students' measles immunization is vulnerable to fabrication, given that the requirement is fulfilled by simply stating the dates of immunization rather than providing a medical record. Other universities require a medical record. Can this be updated?
 - EH – This is something that could be discussed with IMT.

- JR – This can be discussed with Dana Tasson, separate from this committee.
- MS – Urban Plaza lacks visual markings on stairs, presenting a problem to those with visual impairments. Brick is also particularly difficult to navigate, even more so during dark or rainy weather.
 - JR will discuss this with FPM to see if improvements can be made. This can be discussed at the quarterly DMCI meeting, where funding can be allocated to these types of projects.
- JS – On the fourth floor of Parking Structure 2, the exposed skybridge is extremely slippery. There are mats at either end, but the bare expanse between them is problematic.
 - JP – There were likely mats in this area that have since been removed. A work order should be made to custodial to add these back. Update on this request next meeting, **12/10/25**.
 - Incident, accident, or near-miss reports should be made when incidents occur on-campus, though it's often very difficult to actually get these submitted. The injury reporting form is limited to employees and all others should contact Risk Management or EHS. It's important to submit these not just as a result of injuries suffered but also to indicate campus hazards.
- JP – Be aware of your surroundings and encourage others to do so as well.
- CQ –
 - She is currently preparing the annual report. Please contact her if you have any goals or anything else to add for the next year.
 - Remember to promote the Campus Safety Committee as a campus resource and avenue for safety concerns.
- EH – Re: Discussions of accident and injury reporting: There are two ways to report incidents that are not related to injuries.
 1. On the [Work Control Center site](#), scroll down to Environmental Health and Safety Services, then 'Report Safety Hazard.'
 2. For Near Misses, submit the Near Miss Report form found on [EHS' Accident Injury & Incident Investigations and Reporting site](#).

New Action Items

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

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 - JP – There were likely mats in this area that have since been removed. A work order should be made to custodial to add these back. Update on this request next meeting, **12/10/25**.

Meeting Adjourned

Time: 2:00 pm

Next Meeting

December 10th, 2025

Location: Zoom