



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
- [] 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
- [] 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
- [] Maddie Franke (MF), University Housing & Residence Life
- [] 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
- [] Melissa Scholl (MS), Human Resources
- [P] Mercedes Youngston (MY), Conferences & Events

Alternate:

- [P] 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: 12/10/2025

Time: 1:12 pm

Quorum Met: Y

Approval of Meeting Minutes from Previous Meeting (Vote)

[x] indicates members vote

Minutes approved as is

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Minutes approved with minor corrections

[X]

Minutes not approved – corrections required

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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)

- Reminder that CQ will no longer be chairperson in June. Please reach out to CQ, EH, or JR if you're interested in taking on this role or have any questions.

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)

- MS not in attendance to report.

Non-Reportable Incidents

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

- MS not in attendance to report.

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.
 - MY has not done this yet and will report back next meeting, **1/14/26**.
- 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.
 - CQ has not done this yet, and will discuss with JR and report back next meeting, **1/14/26**.
- 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 other 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 at the next meeting, 12/10/25.
 - EH is discussing this with EB and will put together a self-paced Canvas training for employees that will include general information on ergonomics and suggested pre-work stretches.
- 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.
 - JP – These mats have not yet been moved back and are currently only inside at the entrances. A work order was submitted and transferred to Custodial, and JP has reminded them to complete this. Report back for completion next meeting, **1/14/26**.

Rounds / New Safety Concerns

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

- PB – Suicide prevention fencing has been fully installed at Parking Structure 1. There are no plans currently to install fencing at other parking locations given that there have been no other incidents and they are not centrally located.
 - Suicide prevention signage has been installed at the other parking locations.
- TB – ASRC is replacing fluorescent lighting throughout the building as required by the state of Oregon, but this is often expensive and difficult. Fluorescent lights are frequently going out and presenting an issue to departments. This is likely an issue many other campus buildings are facing, as noted by MY in SMSU.



- MY – There is a crane pick taking place on Friday and the Broadway entrance to SMSU will be closed from approximately 4:30am to 3pm. All other doors will be open to the public during regular business hours. 2nd and 3rd floor mezzanine occupants should not be present in the building while this is occurring.
- EH – Reminder that the CSC workplace inspection will be taking place next week on Wednesday 12/17 from 10:30am to 12pm at Peter Stott Center. Please respond to the Google invitation noting if you will be able to attend.
- EB – There was a student employee who was hit by a car on Market and 13th after their shift ended and sustained a sprained arm. A car also failed to stop at the Parking Structure 3 entrance for a class that was crossing. They will be buying reflective vests and tape for their staff to wear during their shift, as well as receiving reflective bands and lights from Trimet.
 - JR – Given that the collision incident was after the end of a shift, this would not be a work-related injury. However, the incident was on-campus, so the student employee should still submit an accident/injury report. Knowledge of incidents around campus helps to improve safety procedures regardless.
 - CQ will check with EB on getting this form submitted.
- JP – Recent wind and rain is causing a number of branches to fall in the Park Blocks. There have not been any major injuries or incidents, but please be aware of your surroundings.
- JR – Many projects will be completed inside of buildings over the next month. Please remember to sign up for [impact notices](#) for buildings you access. Significant projects will be taking place in RMNC, Shattuck Hall, the Art and Design site and surrounding areas, and others. Some buildings may be closed during the winter break for other projects.

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

January 14, 2026

Location: Zoom