



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
- 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
- Mercedes Youngston (MY), Conferences & Events

Alternate:

- [P] Ed Ivory (EI), College of Engineering & Computer Science

Ad Hoc:

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

Meeting Call to Order

Date: 3/11/2026

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

-
-
-
-



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. This role is flexible and a great leadership opportunity.

Presentations / Discussions

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

-

Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

- Melissa Scholl not in attendance to present.

Non-Reportable Incidents

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

-

Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: TBD

Quarter of inspection: Spring

Completed Inspection Review

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

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

Cramer Hall was inspected by the CSC on March 3rd, covering the 4th and 5th floors.

- Another inspection is recommended to cover the remaining floors.
- Consistent issues were unsecured shelving units, overloaded electrical outlets, and occupants having candles. Torch fluid was also found in a closet.

- NL – If you have not reviewed your storage spaces recently, please do so. Previous occupants often leave hazardous items behind, which are then forgotten by other staff.
- CQ – If materials are being stored for events, how should they be disposed of afterwards?
 - NL / JR – Storage areas should be checked regularly. Contact FPM if you need assistance with disposing of hazardous materials. They must have appropriate storage or be moved off campus. Open flames are generally banned unless specifically approved, such as smudging in permitted areas of campus or hosting bonfires with fire marshal permission. There is a similar smudging policy for residential buildings, where occupants are permitted to do so under certain conditions.

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)

- JP – EHS and MY should have a discussion regarding the frequent removal of pedestrian bollards from the loading dock between SMSU and FMH, with bollards not being replaced afterwards. It's suspected that this is due to vendor activity. The empty posts are a potential trip hazard, particularly given that they blend into the walkway and this is a high traffic area.
 - MY has been replacing these and will check the posts more frequently. Vendors often have a number of different drivers, so this may be difficult to enforce. MY will discuss with contractors when possible.
 - Update: This has been brought up with TAPS and CPSO on where these should be placed.
 - EH – Can these posts be painted a more visible color, reducing the trip hazard?
 - JP – Yes, this is a possibility. Cones have also been used in the past. There is a meeting this Friday on addressing other campus bollards, so this issue can be added.
 - JR – This can be a discussion with FPM and TAPS. Some bollards are being replaced throughout campus currently, with more visible coloring. The loading dock bollards could be swapped out with these as well. If there are issues with existing bollards, submit a work order.

Rounds / New Safety Concerns

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

- EI – A cleanout of the 470 suite of FAB is underway, including disposal of hazardous materials.
 - If you have an office space that needs to be cleaned out and may have significant e-waste or hazardous materials, contact EHS. They can provide disposal bins and instruction.

- PB – There was a minor gas leak today from a vehicle in the basement of RMNC that was quickly resolved.
- NL – Yesterday, there was a localized fire in the University Center Building. Do not overload the electrical capacities of your office, keep open flames, or leave food unattended in microwaves. Building evacuation was successful with no injuries and campus services were not impacted. This incident was the result of improper disposal of materials by a staff member.
- JR –
 - There will be many construction projects this summer, including:
 - Demolitions of the Blackstone and Montgomery residential buildings, starting in June.
 - Demolitions and renovations of the 2nd and 4th floors of FMH.
 - Demolition of the Art Building in October, once the new Art and Design building is fully operational.
 - The completion of Phase 1 of the SMSU Project, with phase 2 starting soon. This will take place in the basement and should be quicker. The 3rd phase will cover the south side of the building. Finally, a new roof will be installed in the summer.
 - JS – People often have twinkle lights or small lamps running 24/7 in their offices. Is this permitted?
 - NL – Twinkle / holiday lights are seasonal and should be taken down after the season. Halogen lamps are a major fire hazard and are banned. Energy management is also a concern, so lights should generally be turned off when not in use, regardless of if they are safe.
- CQ –
 - Remember to sign up for impact notices for the buildings you frequent.
 - Remind your staff regularly that this committee is a great opportunity to address campus concerns. They are free to attend or direct questions to you or other representatives.

New Action Items

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

●

Meeting Adjourned

Time: 1:40 pm

Next Meeting

April 8, 2026

Location: Zoom