

Campus Safety Committee Meeting Minutes

Members

[P] indicates member present at today's meeting.

Employee Represented

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

Employer Represented

- Todd Bauch (TB), Campus Recreation
- Erin Burns (EB), Helen Gordon Child Development Center
- Maddie Franke (MF), University Housing & Residence Life
- Josh Hendricks (JHe), Campus Public Safety Office
- Marcos Ordaz (MO), School of Business
- Jeffrey Rook (JR), Environmental Health & Safety
- Lisa Sablan (LS), Research & Graduate Studies
- Melissa Scholl (MS), Human Resources
- 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: 4/8/2026

Time: 1:07 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)

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Accident / Injury Report (provided by Human Resources)

Reportable Incidents

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

- HR representative Melissa Scholl not in attendance to present.

Non-Reportable Incidents

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

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Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected: Cramer Hall

Quarter of inspection: Spring

Inspection Review

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

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

- The next inspection will cover the remaining floors of Cramer Hall that were not able to be visited at the previous inspection on March 3rd. Erica will schedule this soon for June.

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)

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Rounds / New Safety Concerns

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

- EH – The required Heat Illness Prevention training will be sent out in May. The Wildfire Smoke training will be sent out in June.
- NL – Many campus occupants have been lacking situational awareness and are not properly evacuating during fire drills, especially while wearing noise-cancelling headphones. Be attentive to your surroundings and utilize ‘awareness’ settings on your headphones, particularly in public spaces.
 - CQ – Does SHAC or other spaces have public safety boards where information like this can be added? This could be a helpful addition for the campus community overall, especially in residence halls.
 - EH – There are safety boards in USB and in FPM’s spaces, but is unaware of any other public boards. There have been efforts to expand training covering similar topics for new employees, but this has been on hold.
 - MJ and NL – Discussion: How are evacuations being conducted for people who are deaf or otherwise disabled?
 - All campus buildings have strobing light alarms. Additional alarms, such as strobe lights and bedshakers, can be installed in personal offices, residential rooms, etc. when requested, free of charge.
 - The [Evacuation Assistance Registry](#), which provides support for staff, faculty, and students with disabilities who need additional assistance during an evacuation, has more information on this topic. The Registry compiles information about the work office, residence hall, and class schedule for use by first responders. These resources are also provided during new employee orientation.
 - The recent ongoing issues with improper evacuation procedures have been with people voluntarily not paying attention to their surroundings, not those who are unable to interpret alarm systems.
- MY –
 - The cardreader at the south-side ground floor entrance of SMSU (the breezeway between SMSU and FMH) is not currently working and will likely be out-of-order until Monday, at the earliest.
 - Many asbestos abatement projects are occurring throughout SMSU, limiting access to some spaces.
- JP – JP has seen many distracted students walking into traffic, not paying attention to traffic signals or nearby vehicles. Drivers have also been spotted wearing noise-cancelling headphones. Stay as aware as you can, and watch out both for yourself and those around you.
- PB – The fire extinguisher at the TAPS office has not been serviced since 2020.
 - NL – PREM operates this space and should be contacted. NL will take care of this issue soon.

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: 1:40 pm

Next Meeting

May 13, 2026

Location: Zoom