

Campus Safety Committee Meeting Minutes

Members

A checked box indicates member was 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
- ☒ Josh Hancock (JHa), PSU Library
- ☒ 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
- ☐ Jeffrey Smith (JS), Diversity & Multicultural Student Services
- ☐ Solomon Weisbard (SW), School of Music & Theater

Meeting Call to Order

Date: 6/10/2026

Time: 1:05pm

Quorum Met: Y

Approval of Meeting Minutes from Previous Meeting (Vote)

A checked box indicates the outcome of committee vote.

- Minutes approved as is
- Minutes approved with minor corrections
- Minutes not approved – corrections required
- Minutes not approved – quorum not met

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
- ☐ Nikki Ludd (NL), Environmental Health & Safety

- ☐
- ☒
- ☐
- ☐

Announcements

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

- Welcome new member Josh Hancock, from the Portland State library!
- Solomon Weisbard, a new member announced at the previous meeting, will be unable to attend for the next 6 months and will not have a substitute.
- Today's meeting will be the final meeting with Clare Quinn as the chairperson of the committee. If you are interested in being chairperson or vice chairperson, please contact Erica. All committee members are eligible.
 - Michael Jantzen is interested and will meet with Erica.

Presentations / Discussions

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

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Accident / Injury Report – provided by Human Resources

Date of incident, location, description, committee recommendations, follow-up (if applicable)

Reportable Incidents

- 5/14/26, Vanport, Officer – While effecting an arrest on a subject with warrants, he accidentally spat in my eyes. Subject told me he was HIV positive. I checked myself in at OHSU and was given a Tetanus shot after evaluation.

Non-Reportable Incidents

- 5/19/26, R110 SW 4th Ave, Officer – while walking southbound on SW 4th Ave my left foot/Toe Box of my shoe caught on a lifted piece of sidewalk and I tumbled to the ground.
 - It's unclear which area "R110" refers to. CPSO may need to be contacted for clarification.
- 5/19/26, Urban Plaza – Was off the clock, attending a rally in Urban Plaza. I was standing near the recessed planters. When I turned around, my right foot went into the planter, got caught between a decorative rock and the side of the planter.

Quarterly Inspection – provided by EHS staff

Date, locations inspected, findings, follow-up or resolutions needed (if applicable)

* [Inspection sheet \(blank copy\)](#) *

- The next inspection has been scheduled for 6/24/2026 from 10:30am - 12pm to cover the remaining floors of Cramer Hall. Please let EH know if you're able to attend.

Next building: Cramer Hall

Date & time: 6/24/26, 10:30-12pm

Quarter: Summer

Old Action Items and Safety Concerns

Date reported, description, whom it was assigned to, date and description of follow-up (if applicable)

- Discussion of bloodborne pathogen awareness, proper reporting procedures, and contacting the Work Control Center:
 - DB, CQ, and others suggest that there be some kind of campus-wide announcement, signage, training, etc. on proper sharps disposal procedures to reduce risk, as needles are frequently found throughout campus and many people are not aware of how to address these incidents. Students are particularly unaware of reporting procedures and the existence of the Work Control Center.
 - JR will contact FPM on how messaging can be pushed out more effectively to all parties across campus, and solutions to consistent issues like this. He will update the committee on this issue at the **next meeting 7/8/2026**.
 - CQ to MF – Does new student onboarding include information on safety procedures, including the process for sharps disposal?
 - MF – She is unaware of exactly what these emails contain and will discuss this at the next meeting of Residence Life. These resources should be easy to include in onboarding information if they are not already. She will update the committee at the **next meeting 7/8/2026**.
 - BC – Can the Work Control Center be texted at 503-725-2FIX? It may be helpful for CPSO to have a textable number as well.
 - MJ – Yes, this number can technically be texted. It's a Google Voice number so texts get redirected to the owner. However, it's unknown if anyone actually receives or reads these messages.
 - JP – There are two major issues with the recent switch to Google Voice for the 2FIX number. He will update the committee on these at the next meeting 6/10/2026.
 - A test text message was sent to this number and the Work Control Center did not receive it. IT will look into this and see where this message went.
 - Signage around campus indicates you can call the truncated 5-2FIX number on campus phones to quickly contact the WCC, but this may no longer be usable. JP will contact Telecom to see if this needs to be fixed and update the committee at the **next meeting 7/8/2026**.
 - **Update** – The 2FIX number cannot be texted. If you need to contact the Work Control Center, you may call, email, or use the [online request system](#).

Rounds / New Safety Concerns

Reported by, description, committee discussion, whether follow-up is needed

- EH – The required annual Heat Illness and Prevention training has been released. Please take this training if you have not done so already.

- NB – Per last month’s discussion on sharps containers, SHAC employees have been reviewing procedures to ensure routine disposal. Is there a list that can be referenced of campus bathrooms that have sharps containers?
 - JP – There is no reference list. Most bathrooms campuswide have sharps containers, particularly those that are public-facing. Given that SHAC is a healthcare facility, employees must submit a work order request to dispose of full containers. Other sharps containers are routinely checked by custodial staff.
 - If staff notice improvements that could be made to this process in SHAC’s new space in FMH, they may contact Capital Projects & Construction.
- CQ – Cramer Hall’s Stryker evacuation chair has been temporarily relocated to Peter Stott given the many graduation ceremonies taking place there.
 - JP – Signage in the usual location of the chair explaining this temporary move would be helpful.
 - EH – Erica will contact Jeff Rook about installing this.
- JP – This is a very busy time on campus; stay aware of your surroundings.
- EB – There are now "school signs" (sandwich board style) in front of HGCDC on 12th and the Market St. side of the building from PBOT. HGCDC staff did not request these, but are wondering if they could be placed on both sides of 12th by the crosswalks as well.
 - JP – If these were placed by PBOT, this request would need to be made to them. Contact the Work Control Center as they will be able to direct this request appropriately. Similar signage has been installed at schools throughout Portland.
- JHa –
 - Millar Library will be receiving repairs to its roof given water leak issues.
 - There have been issues with people smoking next to the library’s air intake, sucking fumes and odors into the building. JHa contacted FPM’s Wade, who has since installed signage. There have not been further issues.
- BC – The Engineering Building also occasionally has issues with people smoking next to the building’s air intake.
 - JP – Many campus buildings have this issue, regardless of if signage is present. If it becomes particularly problematic, discussions can be had with Environmental Health & Safety.

New Action Items

Whom it was assigned to, description, expected date of follow-up

- Signage around campus indicates you can call the truncated 5-2FIX number on campus phones to quickly contact the WCC, but this may no longer be usable. JP will contact Telecom to see if this needs to be fixed and update the committee at the **next meeting 7/8/2026**.

Meeting Adjourned

Time: 1:50pm

Next Meeting

Date: July 8, 2026

Time: 1:00pm

Location: Zoom