Portland State UNIVERSITY

Campus Safety Committee Meeting Minutes

Members

A checked box indicates member was present at today's meeting.

Employee Represented

- [x] Nellie Bass (NB), Center for Student Health & Counseling
- [x] Paul Boevers (PB), Transportation & Parking Services
- [ ] Deanna Britton (DB), College of Liberal Arts & Sciences
- [x] Benjamin Crall (BC), College of Engineering & Computer Science
- [x] Josh Hancock (JHa), PSU Library
- [ ] Erica Hunsberger (EH), Environmental Health & Safety
- [x] Michael Jantzen (MJ), Office of Information Technology, Chair
- [ ] Alyssa Koida (AK), Global Engagement & Innovation
- [x] 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

Employer Represented

- [x] Todd Bauch (TB), Campus Recreation
- [x] Erin Burns (EB), Helen Gordon Child Development Center
- [x] Josh Hendricks (JHe), Campus Public Safety Office
- [ ] Marcos Ordaz (MO), School of Business
- [x] Jeffrey Rook (JR), Environmental Health & Safety
- [ ] Lisa Sablan (LS), Research & Graduate Studies
- [ ] Melissa Scholl (MS), Human Resources
- [x] Mercedes Youngston (MY), Conferences & Events

Alternate

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

Ad Hoc

- [x] Angel Antonucci (AA), Environmental Health & Safety
- [x] Nikki Ludd (NL), Environmental Health & Safety

Meeting Call to Order

Date: 9/9/2026 **Time**: 1:00pm **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	☐

Portland State UNIVERSITY

Announcements

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

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Presentations / Discussions

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

- Welcome Matt Drahn from SAIF! He will be joining the meeting today.
    - What is SAIF? SAIF is Oregon's workers' compensation insurance company that also provides employees with resources and assistance in the workplace.

Accident / Injury Report – provided by Human Resources

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

Reportable Incidents

- MS was not in attendance to report. The following incidents will be detailed when a full report is available.
- An employee was moving items and dropped one on their foot, causing pain and swelling.

Non-Reportable Incidents

- An individual suffered a spasm as a result of a fall.
- A student employee in a childcare facility was hit by a child.

Quarterly Inspection – provided by EHS staff

Date, locations inspected, findings, follow-up or resolutions needed (if applicable) * Inspection sheet (blank copy) *

- The basement, 2nd floor, and 3rd floor of Cramer Hall have not yet been inspected. The committee agrees that the following inspections should cover these areas to complete a full inspection of Cramer Hall.
- This inspection has been scheduled for 9/16, from 10:30am - 12pm. Please let Erica know if you are able to attend.

Next building: Cramer Hall **Date & time**: 9/16, 10:30am - 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.
    - 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 9/9/2026.
            - Maddie is no longer with PSU. A request has been made to Housing and Residence Life for another committee representative.
            - JR – The Work Control Center can be contacted to address bloodborne pathogen issues. If there's an urgent incident, contact CPSO. If there are remaining custodial issues, contact the Work Control Center.

Rounds / New Safety Concerns

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

- BC – At the Fourth Ave. Building, there was no communication with building occupants when it was safe to return following a fire alarm. There were no CPSO or EHS employees present. Who is automatically contacted when a fire alarm sounds?
    - NL – This is the responsibility of CPSO to give the all-clear announcement. There's been employee turnover - she will contact them to ensure this procedure is followed.
- JHa –
    - A mural is currently being painted in the Millar Library stairwell, with the artist requesting assistance with ladders.
    - There have been several individuals that were recently excluded from the library who had been creating an unsafe and discriminatory environment.
- JR –
    - Building demolitions:
        - Blackstone Residence Hall has been fully demolished, with the remaining concrete debris staying in place while Montgomery begins demolition next week. Montgomery St. will be fully blocked-off during the project. The majority of the project will be completed within 3 weeks, then into October.

        - The Art Building and Annex will be starting demolition soon. There are currently no plans for the lot.
        - Please alert CPSO if you notice suspicious activity, as there have been several attempts to enter demolition sites.
    - New buildings and major projects:
        - Fencing has gone up on the south side of FMH and Shattuck Hall to secure a material laydown area for the 2nd fl SHAC renovation. This renovation will fully remodel the 2nd floor.
        - The ITECK building will be starting a significant remodel and expansion in 1.5 - 2 months, including the installation of fencing.
        - The Art and Design building will be open to the campus community soon.
        - Several trees will be removed on the Blackstone, Montgomery, and Simon Benson block in preparation for the new residential building.
- NL – Portland Fire has been on campus completing pre-fire walks in several buildings, including the Art and Design building and Millar Library. Together with EHS they are reviewing floor plans, signage, fire equipment, and mapping out the locations of fire panels, electrical shutoffs, and more. These inspections help prepare for building sweeps during fire and life safety incidents.
    - Regarding the organization of fire alarm systems –
        - Siemens has a few, including FAB, that they coordinate independently. Campus-owned fire panels trigger an alarm once triggered to 'call out'. Philips is monitoring for these signals at all times. They will immediately contact 911. Calls to 911 may have a wait time, and many other emergency responders tend to have delayed responses currently.
        - CPSO, Portland Fire, and fire alarm technician Tim Carpenter will also be alerted. When possible, Nikki will also go to the site.
        - CPSO should be communicating the 'all clear' announcement to building occupants when it's safe to return to the building. If there are issues with campus responders, contact Nikki as soon as possible with details about the incident.
        - Emergency key boxes, AKA Knox Boxes, are being installed across campus to allow Portland Fire access to all campus buildings during an emergency.
    - PB – What is the current state of the Fire Warden program?
        - NL – This program is no longer active. This type of program used to be seen as best practice as it may encourage occupants to take more responsibility in each building. However, in discussions with Portland Fire, people aren't as responsive to fire alarms as they had been previously. The emphasis is now on encouraging individuals to leave the building and bring others with them or notifying

them, when possible, and to educate individuals with mobility issues on safe evacuation procedures. It's the responsibility of emergency responders to clear floors, not the occupants themselves.

- OIT and HGCDC have a good culture of evacuation, and the Library is requesting additional employee training. Departments are free to discuss further training and resources with Nikki to prepare employees for fire safety procedures.

New Action Items

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

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Meeting Adjourned

Time: 1:45pm

Next Meeting

Date: October 14, 2026 **Time**: 1:00pm **Location**: Zoom