Willamette University Safety Committee Minutes  
Thursday December 18, 2014  
Harrison Conference Room

Keep until 12/18/15

Members Present
Jim Ames, Facilitator, Facilities, x4237  
Karen Arthur, AGSM, x6850
Lees Coop, Olin Science, x6734  
SaVanna Huskey, Bishop Wellness, x6972  
Katie Lahey, Human Resources, x 6210  
Chris McFetridge, Hatfield Library, x6312

Rob Passage, Co-Facilitator, Athletics, x6420  
Kelly Slaughter, Recorder, College of Law, x5317  
Lonnie Swihart, Facilities  
Toru Tanabe, TIUA, x3317  
Ellis Webster, Portland AGSM, 503.808.9901  
Dillon Peck, Hatfield Library, Guest

Members Absent
Leslie Cutler, Eaton Hall, x6061  
Rich Dennis, Campus Safety, x6907  
Betsy Johnson, Facility Services, x6698

Sue Koger, Psychology Professor, x6341  
Linda Lombard, Financial Affairs, x6728  
Andres Oswill, ASWU Rep

Meeting convened at 10:00 a.m.  
The minutes from November’s meeting were accepted and approved.

Old Business

Item 1: Blind corner at the entrance to the Physical Plant West parking lot - Update
Jim presented a diagram showing where the cautionary “tiger stripe” (yellow and black) crossing will be painted. Jim also revealed that plans are underway to install a gate across the entry to the Facilities Plant. The gate should cut down on the number of students who use the Facilities area as a walking shortcut to campus, forcing them to go around and use the sidewalk area, which is safer and more visible.

Karen asked if cautionary signage being added to the Atkinson general parking lot is still in the plan. Signage reminding people to slow down and watch for vehicles exiting the Green reserve lot had been discussed at a previous meeting. Rich, who is in charge of campus signage, is absent from this month’s meeting, so discussion on this will continue at next month’s meeting.

Item 2: Loading Dock on the west side of the College of Law – Update
Jim reported that Ira Walls, Physical Plant employee, has built a gate that will be placed across the end of the dock. The gate swings in both directions, so it may be opened out towards the alley, or in towards the building, and it has release latches on both sides so it will be easy to use from either side. The gate will be attached once an existing, slightly bent rail on the dock has been repaired or replaced.

Item 3: Old light sockets & brittle bulbs - Update
These old bulbs will be replaced with LED bulbs, as needed.

New Business

Item 1: Facilitator/Co-Facilitator positions
This is Jim’s last meeting as the Committee’s Facilitator. Rob, the current Co-Facilitator, will take over as Facilitator, effective January 1, 2015. Jim asked the Committee to present nominations at next month’s meeting for someone to replace Rob as the Co-Facilitator for 2015.

Item 2: Protestors on Campus – need for advance knowledge and protocols
Chris and guest Dillon Peck reported on a recent police brutality protest that was held in the City of Salem and spread to the Willamette University campus, and how that protest affected Hatfield Library patrons and employees. The protest, held in the early afternoon on December 10, 2014, began at Riverfront Park, proceeded down State Street and ended at the Capitol. Before arriving at the Capitol, protesters marched through the Willamette University campus where they spent approximately 40 minutes before proceeding on to the Capitol. During this time, at approximately 1:00 p.m., three of the protesters, a couple of whom were wearing masks and two of whom are Willamette University students who joined the protest when it arrived on the Campus, entered the library, yelling. One of the library’s student employees notified some of the library staff that Campus Safety had locked the library’s doors. Rich Dennis, who had been monitoring the protesters, entered the library’s foyer to speak to library staff who were letting students in the building. As they were talking, the group of protesters attempted to gain entry to the library and when Rich told them no, they moved on to the UC. When they were finished at the UC, the protesters returned to Jackson Plaza and once again tried to gain entry into the library, and staff refused to let them in. However, at this time, two Willamette University students who had joined the protest ran to the front of the group and one of them used their ID card to swipe the protestors into the library. A
library staff member called Campus Safety from a phone at the front desk but the protesters were so loud, the staff member could not hear the dispatcher, forcing them to move to a back office in order to call Campus Safety to ask for assistance. Rich and Joseph from Campus Safety arrived, monitored the situation, and after roughly 20 minutes, the group exited the library, with Joseph following to monitor the protesters actions. During the protest, some people did see Salem City Police officers on bicycles watching the protesters.

Dillon, one of the library employees who witnessed the incident, related to the Safety Committee how unnerving the situation was for employees and patrons. Dillon and Chris expressed concern (on behalf of all library employees) that although this was a somewhat loud demonstration, at least it was non-violent, as they do not know what they would have done had it been a violent demonstration. Chris, who was in the library during the incident but was working upstairs in Archives at the time, had no idea the incident had even occurred until he was told about it later. He found it disturbing after the fact that something violent could have been taking place and the people upstairs would not have been aware of what was going on, nor would they have been aware to avoid the area should they have needed to. As a result, the library’s safety committee asked Chris and Dillon to relate this event and their feelings to the campus Safety Committee and find out if there are any protocols in place to handle situations such as this. If there are not, perhaps this is incident will be incentive to put a plan in place that campus entities and members can follow should situations like this occur in the future.

Chris, Dillon and Safety Committee members came up with the following questions/ideas to pursue further:

1. Are there different levels of lockdown? In other words, can Campus Safety lock the doors at different levels (i.e. a level where students can still swipe their cards vs a level where no ID cards will work)

2. Should protesters such as these be allowed on Campus, and if yes, who will be the one(s) to evaluate each situation and grant approval?

3. Committee members are of the understanding that Campus Safety officers can be dispatched to watch situations like this, but are not allowed to interfere. Rich will be asked to clarify this at our next meeting. If Campus Safety officers are not allowed to interfere, who would should things turn violent? Had this protest turned violent, would the Salem City Police officers accompanying the protesters have taken charge?

4. As with a campus wide lockdown, should all Willamette University members have been contacted to let everyone know that protesters were on campus and that buildings were locked down? Were all campus buildings locked down during this protest or just Hatfield Library and the College of Law? Kelly indicated that the College of Law had been locked down and that CL employees had been notified via an email from Phom Ashford. Although, it appeared that Student Services in the CL requested the lock down for the afternoon prior to the protest taking place and that Campus Safety did not lock the College of Law down due to the activities that went on at Hatfield Library. Rich will be asked to clarify this at next month’s meeting. Should all buildings be locked down during a protest, and if so, at what level should the lockdown be (see #1).

This discussion will be continued at next month’s meeting.

**Accident/Injury Report**

Katie Lahey presented the past month’s accident/injury report. There were two incidents reported over the past month:

A Facilities employee was walking down a grassy slope outside of WISH House, when their feet went out from under them. They hit the ground hard on their back and head. In the future, the employee will be using the stairs.

A Facilities employee was closing a closet door in a cleaning supply room at Bishop Health Center. Their foot, which was just barely in the way of the door, stopped the door from closing, at which time, the door came back and struck the employee’s head, causing a cut above their left eye. It was determined the employee did nothing unsafe, their foot just happened to be in the wrong place as they attempted to close the door.

Willamette University community members are welcome to attend any meeting as a guest and are encouraged to contact any Safety Committee member with concerns and/or questions.

Meeting adjourned at 10:30 a.m.

**Future Meetings: 3rd Thursday of each month, 10:00 a.m., Autzen or Harrison Conference Room**

- January 15, 2015
- February 19, 2015
- March 19, 2015