Willamette University Safety Committee Minutes
Thursday, January 16, 2014
Harrison Conference Room

Keep until 01/16/15

Members Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Ames, Facilitator, Facilities</td>
<td>x4237</td>
<td></td>
</tr>
<tr>
<td>Karen Arthur, AGSM, x6850</td>
<td>Betsy Johnson, Facility Services, x6698</td>
<td></td>
</tr>
<tr>
<td>Catherine Collins, Rhetoric, x6281</td>
<td>Rob Passage, Athletics, x6420</td>
<td></td>
</tr>
<tr>
<td>Leslie Coop, Olin Science, x6734</td>
<td>Michael Seraphin, Purchasing, Service Center, x6055</td>
<td></td>
</tr>
<tr>
<td>Sue Crothers, GSE, x6575 (Sp ’14)</td>
<td>Kelly Slaughter, Recorder, College of Law, x5317</td>
<td></td>
</tr>
<tr>
<td>Leslie Cutler, Co-Facilitator, Eaton Hall, x6061</td>
<td>Toru Tanabe, TIUA, x3317</td>
<td></td>
</tr>
<tr>
<td>Rich Dennis, Campus Safety, x6907</td>
<td>Rose Marie Walter, Hatfield Library, x6845</td>
<td></td>
</tr>
<tr>
<td>SaVanna Huskey, Bishop Wellness, x6972</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Members Absent

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marva Duerksen, Music, Women’s &amp; Gender Studies, x6034</td>
<td>Paula Orrego, ASWU Rep</td>
<td></td>
</tr>
<tr>
<td>Linda Lombard, Financial Affairs, x6728</td>
<td>Ellis Webster, Portland AGSM, 503.808.9901</td>
<td></td>
</tr>
</tbody>
</table>

Meeting convened at 10:05 a.m.

Old Business

Item 1: Minutes

December 2013 Minutes were amended as follows:

Sue Crothers, GSE was moved from the Members Absent list to the Members Present list.

Old Business, Item 5: Funding for ergonomically related studies, ADA needs and equipment
The first paragraph was amended to read: Katie reported that a budget has been approved and one person is already utilizing the study procedure.

New Business, Item 2: Assault safety procedures and training for students
The second line in the first paragraph was amended to read: Rich indicated that print information is provided to all students (new, transfer, and returning) in the form of a booklet entitled, “Watching Out for Yourself on Campus.”

The December 2013 Minutes were then accepted and approved.

Item 2: Assault safety procedures and training for students
Now that Winter Break is over and the CLA is back in session, Rich will meet with the Committee’s student representative, Paula Orrego, to discuss the design of posters discussed at last month’s meeting. The purpose of the posters will be to remind the Willamette community of measures they can use to keep themselves and others safe from assaults on and off campus. The posters will highlight safety suggestions such as do not open locked doors to buildings for people without WU ID cards, leave ear buds out while walking/jogging, be aware of your surroundings, call Campus Safety for an escort, etc.

The Committee once again discussed additional measures that might be taken to help keep the Willamette community safe, including asking Student Activities to assist with periodic training sessions (in addition to what is given during Opening Days), installing security cameras in/around the Sparks parking lot, a Convocation dedicated to personal safety, occasional reminders via text, and a statement to be placed in syllabi every semester. Discussion will be ongoing for a while.

Item 3: Soccer field nets
Rob reported that the new soccer field nets are up, although the fencing still needs capped. In addition, the shelters on the field are in the process of being repaired.

New Business

Item 1: Suspicious Activity
Rich reported that a male suspect operating a dark four-door vehicle was seen exposing himself as he drove by a female student. The student was unable to give more information on the vehicle or the suspect.
**Item 2: Door to Collins propped open after hours**
Leslie Coop reported that a door to Collin’s first floor was found propped open after hours, due to the smell of formaldehyde. Jim A. offered to check on the ventilation system to make sure it is working properly.

**Item 3: Sparks Remodel**
Rob reported that the Sparks remodel is proceeding well. New fire alarms have been installed, along with additional card access boxes. Repairs still need to be made on the steps.

**Item 4: Condition of the Star Trees**
Elwood’s Tree Service discovered damage to the star trees while removing lights after the recent holiday season. They found multiple broken limbs lying on top of and in between undamaged limbs within the circle and removed them as they went. Two major questions came out of this discussion. 1) Should the trees be inspected more often, especially prior to the lights being put up, and 2) should the lights not be put up for a year or two so the trees have time to heal. This will be revisited at a later date as students and others often sit under those trees for various reasons, and the trees are special to the campus and the Salem community overall.

**Accident/Injury Report**
The past month’s accidents and injuries: no accidents or injuries were reported during the past month.

Katie L. provided the Committee with a short summary of incidents reported throughout 2013. A total of thirty-seven were reported overall, including seventeen minor incidents that required only first aid, nineteen that resulted in injuries requiring outside medical treatment, and one respiratory-related.

Suggestions for prevention of future incidents are always welcome. Rob indicated that at present, Sparks is conducting additional training for student employees, for prevention purposes, and so they will know how to assist all users.

Meeting adjourned at 10:35 a.m.

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.

**Future Meetings: 3rd Thursday of each month, 10:00 a.m., Harrison Conference Room**
- February 20, 2014
- March 20, 2014
- April 17, 2014
- May 15, 2014