

Safety Committee Meeting Minutes

February 19, 2025

Recorder: Katie VanSyckle

Members Present: Katie VanSyckle, Brittany Clouser, Bob Meyer, Cristie Lazart, Justin Kutzman, Jodie Frey, Marlene Gubler, Julie Mule, Dave Huber, Trevor Zampese

Members Absent: Nathan Breiner, Matt Rosvanis, Sandra Rogers,

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review - No new recommendation.

Review of current injuries list

Shoulder injury (Custodian) – Slipped on floor and fell down steps after coming in from snow removal. No safety recommendations, employee was wearing proper attire.

Building Inspections

Good progress has been made on building inspections, tank inspections and the fire extinguisher program. 1st Q building inspections are underway and 70% complete. We are 90% up to date on the fire extinguisher program. Student worker has been hired and is helping Marlene.

Committee Discussions

Justin Kutzman questioned if we are still providing aerial lift training to the custodial staff that would be interested. He stated the last time it was provided was 2021. Katie will review with Sandra and provide follow up.

Bob mentioned that facilities has fixed a previous issue mentioned by Dave Huber in December - tripping hazard on the main walkway of Pardee Hall, Conway Plaza. A custom block/stone that reads "Conway," is uneven and may need attention.

Meeting adjourned time: 2:10 PM

Next Meeting Date: *March 19 @ 2PM*

Safety Committee Meeting Minutes

January 15, 2025

Recorder: Katie VanSyckle

Members Present: Sandra Rogers, Katie VanSyckle, Brittany Clouser, Bob Meyer, Grace Reynolds, Cristie Lazart, Justin Kutzman, Jodie Frey, Marlene Gubler, Julie Mule

Members Absent: Nathan Breiner, Don Brinker, Dave Huber, Matt Rosvanis,

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review

No updates on current recommendation list

Review of current injuries list

Hand injury (Grounds) – Finger caught after slipping while opening a tailgate. No safety recommendations.

Shoulder injury (Custodian) – Slipped on ladder while cleaning windows. No safety recommendations due to being reported several weeks after the injury making it difficult to investigate the conditions.

Sandra asked the committee members to take back to their respective department's a reminder that Public Safety EHS can provide training for supervisors on Workers Comp and how to investigate a Workers Comp injuries. Also remind your departments to report an injury within 24 hours even if it is for a report only. It is hard to investigate and provide corrective actions when the injury is not report timely. We are working on revising the Supervisor Accident report to refine the questions for more detail on the accident. Both the Public Safety and HR website have details on reporting an injury.

For incidents that happen on a weekend, if no supervisor is available, the employee can call dispatch and an officer can take a report to document until EHS is available to open a claim.

Building Inspections

Good progress has been made on building inspections, tank inspections and the fire extinguisher program. We are at 80% up to date on the fire extinguisher program. Student workers will be helping Marlene once we are at 100%. Next, Sandra and Marlene we will be moving forward with working with the departments on Emergency preparedness plans.

Jodie questioned who was inspecting AED's. Sandra stated that the ones installed by Public Safety are being inspected quarterly by EHS, all others are maintained by the departments. APK is not Public Safety. Sandra will look into who is maintaining the public AED's in APK and who is responsible for the budget of supplies. The AED's that Public Safety installed were a President's office initiative and that is where the budget came from.

Committee Discussions

Bob Meyer addressed the uneven paver on campus that was brought up by Dave Huber at the last meeting regarding. A work order has been placed and Grounds will repair.

Safety Committee Meeting Minutes

March 19, 2025

Recorder: Katie VanSyckle

Members Present: Katie VanSyckle, Brittany Clouser, Bob Meyer, Cristie Lazart, Justin Kutzman, Jodie Frey, Marlene Gubler, Julie Mule, Dave Huber, Matt Rosvanis, Sandra Rogers,

Members Absent: Nathan Breiner, Trevor Zampese

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review - No new recommendation.

Safety Mirrors around campus – Katie will follow up on the status and provide update at next meeting.

Policy for E-bikes - There has been some progress on policy approval. The insurance company has reviewed the draft policy and requested slight changes. College is not ready to move forward with a policy just yet due to budget items that need to be addressed such as storage for the e-bikes. Currently working on finding adequate storage and charging stations. **Jodi** suggesting using the parking decks where other electric cars are stored. **Sandra** stated that students may feel that they want to ride from class to class and want to park closer to their buildings. **Jodi** suggesting using parking decks for overnight and making alterations to existing bike racks to accommodate during the day. **Sandra** stated that this is being looked and we should see something in the next month or so.

New Recommendations

Matt stated that the sidewalk by Marquis between Ramer and Scott Hall has sunken in and is becoming unsafe. **Bob** will research to see if this is on a facilities list to be addressed.

Review of current injuries list

Knee/Wrist Contusion – Slipped on grass and fell down. No safety recommendations, employee was wearing proper foot attire and area was not unsafe.

Ankle Sprain – twisted ankle due to improper shoes. Recommendations to wear proper fitting footwear.

Building Inspections

Building Inspections for 1st Q almost complete only minor workorder repairs needed.

Trevor is completing lab inspections and is also working on bringing chemical inventory all together on one centralized chemical inventory system for what's coming in and going out for chemical waste.

Committee Discussions

Sandra asked for suggestions for a summer activity that we could do as a team. **Sandra** will throw some ideas out there to get us all together.

Meeting adjourned time: 2:15 PM

Next Meeting Date: Moved to Tuesday April 15 @ 2PM due to conflicts with Health Fair on Wednesday

Safety Committee Meeting Minutes

April 15, 2025

Recorder: Katie VanSyckle

Members Present: Katie VanSyckle, Brittany Clouser, Bob Meyer, Cristie Lazart, Nathan Breiner, Justin Kutzman, Nathan Breiner, Matt Rosvanis, Sandra Rogers

Members Absent: Trevor Zampese, Jodie Frey, Marlene Gubler, Julie Mule,

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review - No new recommendation.

Safety Committee Bylaws – Bylaws had been sent in draft form; the suggested changes have been incorporated. The final will be sent to committee members.

New agenda format – The current meeting agenda was reviewed and changes were discussed to refine and remove old items timelier. Recommendation list will be new topic suggestions and new business updates. We will keep campus accidents. Once the safety committee gives its recommendations and the subject is no longer ours we will remove from agenda.

Scooters on Campus – Questions were asked regarding scooter policy on campus. The new policy is being reviewed by Senior leadership and could potentially address some issues like reckless driving on campus. Suggestions on adding to the Student Handbook were made, however, that is out of committee hands.

Animals in buildings – Concerns being addressed in policy that remains with Senior Leadership

Smoking on campus - Concerns being addressed in policy that remains with Senior Leadership. We have been removing smoke boxes across campus that are not on the approved list. Bob will ensure an email is sent through Facilities employees that process work orders, not to approve requests for new smoke boxes.

Review of current injuries list

- Knee Sprain - Not a safety issue, no recommendations made.

Building Inspections - Building Inspections/Lab Inspections are ongoing yearly for EHS. Topic will be removed from agenda unless specific issues or questions arise.

Meeting adjourned time: 2:43 PM

Next Meeting Date: May 21st @ 2 PM

Safety Committee Meeting Minutes

May 21, 2025

Recorder: Katie VanSyckle

Members Present: Sandra Rogers, Katie VanSyckle, Nathan Breiner, Brittany Clouser, Jodie Frey, Marlene Gubler, Dave Huber, Julie Mule, Trevor Zampese

Members Absent: Matt Rosvanis, Bob Meyer, Cristie Lazart, Justin Kutzman

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review - No new recommendation.

Fisher Field Gate #3 – Jodie Frey had a concern regarding vehicle traffic at Fisher Field gate #3. Sandra spoke with Facilities and they will need to continue to use vehicles for tasks in Fisher, but will be advised to only utilize it if necessary and to use caution due to pedestrians. Police will not drive vehicles through unless there is an emergency. A suggestion was made to add signage to the gates stating “No Unauthorized Motor Vehicles Allowed”. If observed, concerns should be called into Public Safety.

421 Hamilton St – Julie Mule observed a large dip in the sidewalk outside 421 Hamilton St, she sent a note to Mike Chovanec in facilities who will be addressing.

Scooters on Campus - The scooter policy should be released over the summer.

Smoking on campus - The smoking policy should be released by July.

Review of current injuries list

- Contusion - Not a safety issue, no recommendations made.
- Fracture - Not a safety issue, no recommendations made.

Meeting adjourned time: 2:21 PM

Next Meeting Date: June 18th @ 2 PM

Safety Committee Meeting Minutes

June 18, 2025

Recorder: Katie VanSyckle, Marlene Gubler

Members Present: Sandra Rogers, Katie VanSyckle, Jodie Frey, Marlene Gubler, Dave Huber, Bob Meyer, Julie Mule

Members Absent: Nathan Breiner, Brittany Clouser, Justin Kutzman, Cristie Lazard, Matt Rosvanis, Trevor Zampese

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review - No new recommendation.

APK, 3rd floor track – Jodie Frey had a concern and wanted to remind us that the Oxygen container is still in a wall container (with an AED) on the 3rd floor by the track area. Sandra is aware and mentioned the open facilities ticket will be completed when facilities can get to it, after all housing, summer projects and construction is completed for student move in deadlines. The oxygen tank is not a high priority at this time.

Quarterly building inspections – Sandra added information about proactive quarterly building inspections to resident halls, in addition to monthly environmental inspections in the common rooms. This is to stay on top of parent concerns which have increased in this last semester.

Review of current injuries list

- Laceration - Not a safety issue, no recommendations made.

Meeting adjourned time: 2:14 PM

Next Meeting Date: July 16th @ 2 PM

Safety Committee Meeting Minutes

July 16, 2025

Recorder: Katie VanSyckle, Marlene Gubler

Members Present: Sandra Rogers, Katie VanSyckle, Jodie Frey, Marlene Gubler, Dave Huber, Bob Meyer, Brittany Clouser, Cristie Lazart, Matt Rosvanis

Members Absent: Nathan Breiner, Justin Kutzman, Trevor Zampese, Julie Mule

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review - No new recommendation.

Safety Committee Engagement – Today's meeting was regarding suggestions on how safety committee members can become more engaged in meetings and giving input on addressing concerns. Some recommendations were made regarding having meetings in other buildings around campus and doing walk throughs of different areas on campus. There were also suggestions on shadowing safety related functions around campus.

Review of current injuries list

- Falling from a ladder – Employee was sent refresher training on the use of ladders and key reminders regarding ladder safety.

Meeting adjourned time: 2:13 PM

Next Meeting Date: August 20th @ 2 PM

Safety Committee Meeting Minutes

September 17, 2025

Recorder: Katie VanSyckle, Marlene Gubler

Members Present: Nathan Breiner, Jodie Frey, Marlene Gubler, Dave Huber, Justin Kutzman, Cristie Lazart, Bob Meyer, Julie Mule, Sandra Rogers, Katie VanSyckle, Trevor Zampese

Members Absent: Brittany Clouser, Matt Rosvanis

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review - No new recommendation.

Safety Committee Engagement – Today's meeting:

- Discussed the scooter policy status, currently there is a legal draft
- Leopard deck and facilities, report is being reviewed by Jeff T. and Jeff L.
- Smoking Policy currently
 - Permitted on campus, as per the handbook
 - Smoke boxes are to be removed, if not approved as per handbook
- Transportation Policy, Smoking Policy
 - HR Smoking Policy, no smoking in college owned vehicles
 - Student Life, student handbook, Smoking Policy – 25 feet from buildings
- LVAIC, EHS – previous discussion and suggestions on EHS walk-through meeting to get student perspective on campus safety
 - Previous recommendations were made regarding having meetings in other buildings around campus and doing walk throughs of different areas on campus. There were also suggestions on shadowing safety related functions around campus.

Review of current injuries list

- Walking – Employee was walking and tripped on the sidewalk. There were no recommendations as the employee just tripped resulting in a face laceration.
- While a staff member was assisting a student, there was BBP exposure to the staff member. Use of PPE to be used and provided in all first aid kits, if not already. Christie L. will bring this up at the next staff meeting.

Meeting adjourned time: 2:31 PM

Next Meeting Date: October 15th @ 2 PM

Safety Committee Meeting Minutes

October 15, 2025

Recorder: Katie VanSyckle

Members Present: Sandra Rogers, Katie VanSyckle, Marlene Gubler, Dave Huber, Bob Meyer, Julie Mule, Nathan Breiner, Brittany Clouser, David Limas, Matt Rosvanis, Tyler Weiss

Members Absent: Justin Kutzman, Trevor Zampese, Cristie Lazart

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review - No new recommendation.

Campus Walkthrough – Advocacy and Title IX has a group of students who would like to participate in the safety walkthrough of campus. Sandra will try set up before the next safety committee meeting.

Fire Safety Class – Sandra gave an electrical and fire safety training at a Fraternity. The Fraternity had a large party where the basement was filled with water which posed a variety of safety issues. It was explained that students could be held liable for injuries that could occur as a result of their negligence. That Fraternity is also willing to be a part of the campus safety walkthrough.

Scooter policy – The policy has been finalized and will be released to the campus in the next few weeks. Andrew Foster is arranging for an area with potential electrical charging and for safe storage since many students leave scooters in the tunnel causing a safety concern.

Smoking Policy – Bob Meyer expressed concerns given to him by Res Life on where students were going to be able to smoke if smoke boxes were removed from Res halls. Julie would like a designated place for students to smoke if needed. Sandra will bring to Sr Leaders. Julie will also ask her team for ideas.

Chemical Inventory - 70% of lab chemicals have been entered into one chemical inventory system. The goal for college is that all chemicals on campus will be entered into the system by the end of 2025. Trevor and Marlene have been working on the lab maps and locations and are assisting with inventory entry.

Quarterly building inspections – 4th Q inspections to commence, 3rd quarter is complete. Environmental inspections on Res halls were complete in the summer so as EHS addresses new concerns we have a comparison to our summer inspections. EHS will continue the environmental inspections every summer.

Leopard Deck Grounds Garage Inspection – Matt R. asked for status regarding the Leopard Deck Grounds Garage Inspections. Jeff Troxell and Geoff Labe reviewed the report completed by Sandra and have met with some of the employees with next steps. Sandra's understanding is that they will begin moving out some items that should be removed and employees will be relocated out of the deck area. She did not have a time frame.

Campus Safety Concerns - Carl Hess, custodian, has various safety concerns and he was directed to speak with his supervisor regarding the concerns. Sandra can circle back with him if he has not spoken with anyone.

Safety Committee Meeting Minutes

November 19, 2025

Recorder: Katie VanSyckle

Members Present: Katie VanSyckle, Marlene Gubler, Dave Huber, Bob Meyer, Julie Mule, Nathan Breiner, Brittany Clouser, Matt Rosvanis, Tyler Weiss, Justin Kutzman, Trevor Zampese, Cristie Lazart

Members Absent: Sandra Rogers, David Limas, Dave Huber

Guests: No guests

Review of meeting minutes from previous month – No committee comments on previous minutes

Recommendations List Review - No new recommendation.

Campus Walkthrough –Due to rivalry week and holiday breaks, the campus safety walkthrough with student organization will be postponed to the spring.

Review of current injuries list

- Allergic reaction - Not a safety issue, no recommendations made.
- Lacerations/abrasions from fall – EHS is investigating to see if any safety recommendations are needed.

Meeting adjourned time: 2:10 PM

Next Meeting Date: December 17th @ 2 PM