

LEC Meeting Agenda

February 28, 2017, 11 a.m., W442

Chair: Stephanie P.

Recorder: Eric T.

Present: Jonah M, Tim K, Susan K, Lisa L, Loretta C, Emilia M

- Official welcome of new member, Lisa Lorenzo
- Green Certification scores?
 - We received a Gold Certification for Sparty's. Tim will confirm that the gold is for us and figure it out.
 - Katie confirmed that Business will handle their own application
 - IT Spaces: outstanding questions that Tim does not know
 - Kim P and Jay J are the people to answer the questions
- Follow-up, new staff orientation checklist revision posted to website? Forwarded to HR?
 - Jonah will post the new document to the website and forward to HR
- LEC address changeover, room calendar and password (Loretta)
 - The new mailbox has automatically installed in outlook. It requires an additional effort to check the second mailbox unless it is added to favorites.
 - Discussion on new mailbox settings
 - Jonah will investigate a forwarding rule and figure it out
 - Loretta will speak with Joan regarding the change in LEC email address to facilitate staff communication and figure it out
- Used batteries—stopping collection and recycling existing mailroom collection—**ACTION NEEDED**
 - No recycling of alkaline batteries in Ingham county
 - Eric will contact Jay to dispose of batteries and Susie to email the staff that we will no longer accept batteries in the library
 - Ecogram – updated list of hard to recycle items
- Office cleanout promotion and dates (see attached)
 - We could encourage people to clean out their offices
 - Recycling files and old papers (spring cleaning)
 - Jonah will post a checklist of info to our webpage encouraging office cleanup and share with the group
- Faculty Book Reception, 4/20, clean up volunteers (thank you, Patrick!)

- Interested in volunteering? Email Stephanie
- Other?
 - Earth Day
 - exhibit is due to be installed in April
 - Emilia will be primary and Lisa secondary
 - Theme: Earth Day
 - Brad suggested a recycling game – Jonah will get back to him
 - Glass Recycling bin in library?
 - Central bin location? Sparty's? Staff only? – Jonah will get back to Brad on this too
 - Landfill decals for waste bins
 - The union has black landfill decals on their waste bins
 - Jonah will approach Cliff about the idea