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