

LEC Meeting Minutes

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

Chair: Loretta C.

Recorder: Lisa L.

Present: Loretta C., Tim K., Stephanie P., Katie E., Lisa L., Pat O., Emilia M., Jonah M., Susan K.

Upcoming/summer events

- Peter Carrington's April 20th Beal Presentation is on the calendar.
- Susan will send information to Holly about summer Beal programs.
- Invasive species presentation (by Leslie Burger) a possibility for the future, currently stalled, but Loretta will revisit.
- LEC sponsoring next week's Wikipedia Edit-a-Thon on regional water resources.

Green Certification for IT – Silver awarded (Tim)

- We're done, just waiting for decals to arrive (should be sometime in April). Tim will email to ask if we can receive four decals.
- Jonah will take a picture of the decals once they arrive and are posted and send to Katie D. for posting on social media.
- Business Library applied for silver, still waiting for a response.

Follow-up, new staff orientation checklist revision posted to website? Forwarded to HR? (Jonah)

- Waiting on response about glass recycling, then Jonah will send the documents.

LEC address changeover, room calendar and password (Loretta)

- Email forwarding is now working.
- Loretta is in contact with Systems about clearing old email address from the cache, waiting for a response; will test and will report back next meeting.
- Add recurring events to the calendar (e.g., certification, Zero Waste Mania) and Loretta will extend them to repeat however far into the future.
 - Note: when scheduling an event, set to "no reminder."

Used batteries—stopping collection and recycling existing mailroom collection. Action items completed?

- Susie has emailed the staff that we will no longer accept batteries in the library.
- Eric contacted Jay to dispose of batteries.
 - They are no longer located where they used to be. Susie was going to take care of this, should be all set.
- Jonah will send a list of possible future ecogram topics to Loretta.
 - Send an aggregated list of Earth Day events around campus and locally: Katie will research and send a list to Loretta and the ecogram can be sent the week before Earth Day.

Office cleanout promotion and dates

- Jonah will work on posting a checklist of info to our webpage encouraging office cleanup and share with the group

Faculty Book Reception, 4/20, clean up volunteers

- If you can volunteer to help, just show up (no need to schedule). Event runs 3-5, most help will be needed from 4-5.

Other

- Earth Day exhibit is on track to be installed in early April.
- Jonah will follow up with Brad again regarding the recycling game for Earth Day.
- Jonah will follow up with Brad again regarding glass recycling bins in the library.
- Landfill decals for waste bins:
 - Pat received the decals, but they aren't self-adhesive, so it'll be slightly inconvenient to post them. Pat will email a picture of the decals and measurements to LEC and ask Jay to approach Cliff for approval.

Next time

- May 13 river cleanup: Loretta will investigate possibility of working with this and report next meeting.