**Purchasing, Waste, and Recycling SWATeam Meeting**

* *In attendance: Morgan Johnston, Fangxing Liu, Warren Lavey, Meghan Killinger, Dilip Chhajed, and Shuang Chen*
1. Call to order 6:02 PM
2. Updates on Ethics Compliance Message
	1. Olivia Harris wrote video with F&S, Dave Grogan put together animation
	2. Olivia Harris thinks the sorting message should be included in a separate video
	3. Spread Ethics Compliance Message via:
		1. ISTC newsletter, iSEE newsletter, Ethics newsletter, etc.
		2. Facebook
		3. Working on connecting with departments to share message on student e-week blurb
			1. Need to spend time calling someone and asking if they can share it
				1. Meghan will ask Micah and Olivia Harris if they already have a list of newsletters for major promotions
		4. MTD share on social media
		5. Link on University home page
		6. Hopefully video becomes part of the baseline compliance message
	4. Warren hoping range of products we recycle will expand
		1. Don’t want to get too far down the road limiting plastics in plastic recycling container
	5. Marya’s key charge is to get staff and faculty to stop telling students, etc. that it’s ok to throw garbage in any bin because its sorted at the end
		1. If it’s in the trash it can get soiled and doesn’t always get caught
		2. Telling people the University takes care of sorting behind the scenes takes emphasis off recycling
	6. Combining the two messages would make video too long, might lose people’s attention
		1. First video (basic recycling) focused toward staff, second video towards both staff and students
		2. Have first video (basic recycling) refer to the second video (sorting)
	7. SWAT Team will make draft paragraph summary of the video
		1. If someone doesn’t spend time watching the video, it is the key facts from the video
3. Updates on Marya Ryan: Zero Waste Coordinator
	1. Job: tell staff to stop telling the students to use the garbage can for any waste product
	2. Her funding is for increasing recycling, not focusing on recycling policies
4. Paper Policy Goals
	1. Updating CAM (Campus Administrative Manual)
		1. Many advancements have occurred since this was published
	2. Updated draft is on box: has more specific specifications for recycling standards
		1. If this is what we want to see updated in campus policy Morgan will take it to F&S and suggest it to them
		2. Clerk (Meghan) will look at language and comments and compare draft to existing CAM
			1. Report back to SWAT Team and ask for comments
			2. When reviewing policy, account for comments others have made, such as Joy in her emails
		3. CAM has committee that must approve final paper policy
5. Shuang will be doing editing on the iCAP
	1. Working with 3 of the SWAT Teams, including PWR
	2. Edit each objective page and overall organization of iCAP
6. Looking to fill second student spot on SWAT Team
	1. If anyone is interested, let SWAT Team know
7. Faculty are responsible for being parts of campus committees, but SWAT Teams not thought of as campus committee
	1. Usually your department assigns you to a committee
8. Track down methane output data from the campus landfill
	1. Currently all campus waste goes to Brickyard landfill in Danville
		1. This has methane capture method of some kind, but not as much as we give ourselves credit for: look at this and correct what we’re saying for next iCAP
9. SWAT Team Box
	1. should be working files only: upload documents to iCAP portal
10. Next meeting: **TBD**