1. December 12, 2014 minutes were approved.


3. Project updates:

   a. Native species rain garden: Karen Bushaw-Newton reported progress coordinating plans with other interested parties and everything is on track for planting this spring. There was significant amount of interest and discussion with Karen on this undertaking.

   b. Nature Trail: Bob Carroll reported Virginia’s students have generated and tested various ceramic markers for the trees on the nature trail and should develop usable markers for placement this spring. Karen mentioned that she and botanist Lisa Williams and hopefully a few students will work on producing informative descriptions about the trees for inclusion on the NOVA website. Via email Jenny Sullivan suggested placing markers on memorial trees. Some trees have no current markers. Virginia has offered to collect information for “special” trees.

   c. Tunnel displays: Nancy Chamberlain agreed to coordinate this activity for the subgroup. Kevin thought a theme for the tunnel would be useful. The theme could highlight the importance of student academic accomplishments towards the library side moving to displays of other important student activities as one proceeds toward CE illustrating the importance of students being well-rounded.

   d. Smoking on campus: Bob Hull agreed to coordinate this activity for the subgroup. He discussed the Cigarette Litter Prevention Program of the Keep America Beautiful and the possibility of adopting it here. There was a discussion about providing smokers with designated areas for smoking such as the gazebo for smokers at the Manassas Campus. It was observed that there needs to be more enforcement of existing policies at the Annandale Campus. It was also noted that George Mason University has both smoking and nonsmoking entrances to buildings, which reduces exposure to smoke by non-smokers. Someone mentioned that smoking near building entrances here is especially heavy when it rains.
4. **New Business:** Nancy Chamberlain suggested small signs be placed on offices of faculty or staff serving in official emergency management roles especially those trained or certified in using the automated external defibrillators. Such positions would include building and floor wardens. Nancy agreed to coordinate this with Dean Christine Holt and other safety officials.

Respectfully submitted,

Bob Carroll and Cheryl Robinette