**TFS Employee Advisory Council (EAC)**

**Meeting Minutes**

December 7, 2016

Conference Call, College Station HQ

NOTE: The EAC provides a final review of these minutes at its next meeting. The Chair provides a first review to permit timely distribution to all employees.

* The meeting was called to order at 10:00 a.m. Chair Mary Leathers and Secretary John Wegenhoft opened the council meeting.
* The minutes from the meeting held in September 2016 were approved as read.
* Business items (in summary; NSTR – nothing significant to report) ongoing or resolved:

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| **Idea/Concern** | **Solution/Action(s) to be Taken** |
| Item #15-1 Physical Fitness/Wellness Program | Remains in workgroup. WG is coordinating with the Director’s Office for a future update. Karns is coordinating with IR to build a test site for a demo to the ETeam. Working group (mixed EAC and non-EAC): Moore and Calvet in the lead, with Willingham, Karns, Kanclerz, Mizrany, Geesling, and Leathers. |
| Item #16-1 IA Personal Communications Improvement | NSTR. Working group: Adams, Tice, and Calvet (lead). |
| Item #16-2 Full reimbursement of certification costs incurred by non-association members | An employee provided an EDM that required an association membership (ex. SAF). Appears that this line item would also imply a requirement for full reimbursement for non-member employees. Looking to HR for review. Package used as response to ETeam/Bill Oates request for information, last July. Working group: Calvet and Dixon. |
| Item #16-4 Guidelines for EDM transition for employees | Council discussed a preference for guidelines over policy for standardization of transition to updated EDM. Discussed that some EDM are going through cycles of revision now. Pending feedback from Dixon’s review of the issue. Working group: Dixon, Adams, Willingham, and Leathers.  |
| Item #16-5 Option to seek reimbursement for rebuilt boots | Leathers is researching the issue by contacting various federal agencies for their position on rebuilds. Working group: Kevin Pierce and Mary Leathers. |
| Admin item: addition of a Vice Chair | NSTR. Need a change to by-laws authorizing a Vice Chair; action officer is Wegenhoft. |
| Tracked item #\_\_ Digital signatures/e-signing | Use of digital signatures for common business actions. Tabled for appropriate response by FIAD; POC is Sotelo.  |
| Tracked item #\_\_ EDM library. | Establishment of an EDM library. POC is Wegenhoft. |
| Tracked item #16-3 Review of travel card policy | Item is already in appropriate channels with POC Dorothy Dockery. Wegenhoft says NSTR; anticipating a policy revision in near future. |
| Sub-committee: EAC Awareness | NSTR. Acting communications team: Baker and Calvet. |
| Sub-committee: Director’s Awards Committee representatives | Reoccurring item: New representatives are needed for 2017-2018. |
| Standing item: Review of By-laws.  | Wegenhoft to review current by-laws for updating. Note addition of Vice Chair. |

* New business items:

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| **Idea/Concern** | **Solution/Action(s) to be Taken** |
| Policy to require formal exit interviews of departing employees. In September, the Council did not formally decide to accept as a business item or if it is in appropriate channels. | Lewis continues his support for a formal exit interview policy/procedure by the agency. Item tabled for Dixon’s pending review. Possible item for a working group, dependent upon the review. |
| Update on upcoming new member elections. | Report by Wegenhoft. |
| Distributed council meetings | Wegenhoft to review and propose the use of WebEx meetings in 2017. |
| Shared file storage | Wegenhoft to review and propose use of Syncplicity for shared council files. |

* Communications: See sub-committee notes. Consider WEBEX; future business item.
* Next Meeting Date: TBD date/time/room in March at College Station.
* Next update to Executive Team TBD.