

**TFS Employee Advisory Council (EAC)
Meeting Minutes**

March 10, 2016

Room 1164, 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.
- This was the first meeting of the EAC 2016. The Director welcomed the new council members and provided his views on how the council helps with internal communications. Says we still have challenges with employee awareness of our purpose; we need to advertise and connect with the workforce.
- The minutes from the meeting held in December 2015 were approved as read.
- Business items (in summary) ongoing or resolved:

Idea/Concern	Solution/Action(s) to be Taken
Earlier item: Locating TFS Task Books. Re-introduced as: Centrally stored professional development plans (EDM). Now closed but tracked as an item of interest.	Wegenhoft will periodically review its status. NSTR
Agency item: Internal Communications review.	The sub-committee action team recommended that this item be deferred until after the results of the 2016 SEE were known. Wegenhoft, when briefing the SEE results to the Executive Team on March 7, recommended that the Director rescind this tasking. The survey shows that employees view this area as having improved over the last two years. The Director approved Wegenhoft's recommendation.
Physical Fitness/Wellness Program	Identified/discussed several shortcomings in the purpose and concept briefed by the workgroup, but agreed to move forward with a conceptual plan in memo format. Once the memo is approved by the council, the working group can approach agency leadership. Working group: Moore and Calvet in the lead, with

Minutes, con't

	Willingham, Karns, Kanclerz, Mizrany, Geesling, and Leathers.
EAC Awareness	Discussed need to adding an opening page that describes our purpose, a FAQ section (new idea), and executive summary of hot policy topics. Discussed contacting Jeremy Lang for technical advice on revising our page. Also discussed regaining a foothold in Arbor Reader.
Option to seek reimbursement for rebuilt boots. Sponsored by Josh Mizrany.	Executive Team says no. Opens up other issues, such as determining whether boots remain within expected safety standards.
Review of By-laws.	Standing business item. See new business items.

- New business items:

Idea/Concern	Solution/Action(s) to be Taken
Digital signatures	Tabled: Sotelo to discuss with DeWitt.
Black beanie/stocking cap	Not added. In appropriate channels.

- Communications: no new guidance.
- Next Meeting Date: TBD date/time June in College Station, Rm 1164 (t).
- Next update to Executive Team in July.