



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

May 12, 2014

TFS HQ, Room 1164, College Station

NOTE: The EAC reviews/approves these minutes at its next meeting.

- The meeting was called to order at 1:30 p.m. The Director, Tom Boggus, and the Professional Development Coordinator, John Wegenhoft, welcomed the new EAC for 2014 and its new members. Boggus affirmed that the EAC is a valuable conduit of information, and challenged it to examine its purpose and seek improvement.
- Wegenhoft provided EAC orientation to the new members present. New members are: Elissa Munoz, Yolanda Sotelo, Emily Coker, and Daniel Lewis.
- The PDC as an ex officio member held 2014 EAC leadership elections on behalf of the outgoing Chair, Bill Davis. The new Chair is Karen Stafford and the Chair-elect is Josh Mizrany.
- The PDC welcomed the new Chair and offered that the EAC’s guiding document, AP 10.21 Employee Advisory Council, needs revision. The Chair will take the PDC’s recommendations for review at a later date.
- The minutes from the meeting held on July 9, 2013 were approved as read by all present. Business items (in summary) ongoing or resolved:

Idea/Concern	Solution/Action(s) to be Taken
Posting of the EAC minutes.	EAC addresses this item under “EAC Communications.” Business item closed.
Locating TFS Task Books.	Passed to PDC. Business item closed.
More explanations in the periodic ‘Updates to the Administrative Procedures Manual’ emails to (various questions).	The Pay Plan is not intended to provide information to this level of detail. Business item closed.
“What exactly determines an employee being classified as an Office Associate vs. a Business Associate?”	Item for the requestor’s chain-of-command. Business item closed.
Status of money left unclaimed/unused in the Flexible Spending Account for Health Care?	The unspent money goes back into the administration of the accounts; specifically the Flexible Spending Accounts. Business item closed.
TFS pay stubs to show A&M’s contribution to employees’ retirement on pay stubs along with the employee’s contribution.	Information was removed a few years ago due to a number of factors. Business item closed.
Implementation of a 9/80 work schedule.	Refer to TFS Administrative Procedure

	10.29 – Flexible Work Arrangements for detailed information. Business item closed.
Co-worker recognition program.	Monetary awards are prohibited due to compensation rules, but personal congratulations acceptable. Business item closed.
HQ personnel dress code concerns.	Issue is within appropriate leadership channels. Business item closed.
Temporary lactation station privacy concerns.	Contact Employee Development for privacy concerns. No further action. Business item closed.

- New business items:

Idea/Concern	Solution/Action(s) to be Taken
The Idea/Concern form needs revision.	The issue is administrative in nature and the PDC has responsibility. Business item declined.
The TFS internal fire report does not work well.	Improvements made since this item was offered. Item withdrawn from consideration.
Request for an online application where controlled burns can be reported. Relevant information from a variety of external sources included.	Action team formed by Stafford, Riley, and Matthews. Added to agenda for next meeting.

- Communications: send email to TFS informing of EAC actions for May 12, 2014.
- Next Meeting Date: NLT 2d week in August.
- Meeting adjourned at 3:00 p.m.