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Texas Forest Service Employee Advisory Council
Minutes From
July 26, 2006

Website: [TFS Employee Advisory Council](#)

Members Attending:

Clay Bales	Eric Copeland	
Sandy Santana	Paula Cadena	
Richard Dottellis	Carrie Chesbro	Brad Moore
Linda Alford	Bobby Weaver, Jr.	Mike Brock
Sherri Noack	DeAndra Grizzle	Ronnie Hamm

Members Absent with Notification: Nick Harrison, Daniel Duncum, Kenneth Myrow,

Members Absent without Notification: None

Ex-Officio Members Present: Tom Owen, Don Cumbie

Guests Present: Tom Boggus, Thom Holt

Richard Dottellis, EAC Chair, called the EAC meeting to order at 9:00am.

1. **Approval of minutes from the April 26, 2006 EAC Meeting:** The minutes from the April 2006 EAC meeting were approved, by unanimous vote.
2. **Updates to Working Issues:**

The Council reviewed the following working issues:

- i. **Inability to Take Compensatory Time:** The Council was informed that the Executive Team did not agree to pay employees for holiday hours worked. In accordance with TAMUS policy, employees will be able to take the time off at another time within 12 months of the holiday. The Council was also told that employees should not "lose" annual leave (roll over to sick leave) because they are forced to take compensatory time rather than annual leave due to a large compensatory time balance. Supervisors should, however, work with employees to get compensatory time balances down to manageable levels.

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- ii. **Award For Those Making Recommendations To The EAC:** Tom Owen reported to the Council that the Director is open to the possibility of a new Director's Award to recognize a person or persons who make a significant recommendation to the EAC. Carrie Chesbro will form a subcommittee to determine award criteria that can be presented to the Director for his approval.
 - iii. **Official Logo for Agency Dozers:** Carrie Chesbro showed the Council a picture of a sticker that can be placed on Agency dozers. The Council unanimously agreed to forward the recommendation to Mark Stanford to present to the Operations Committee and obtain funds for purchase.
 - iv. **Purchase of Special Order Boots:** The Council agreed that reimbursement for the purchase of boots from other than the Lion Apparel website is a chain of command issue and employees should make a request to their supervisor if they feel the boots offered are unacceptable (i.e. the size is not offered or documented medical issues preclude the ability to wear the boots offered).
3. **New Items:**
- a. **Retirement Awards and Ceremonies:** Don Cumbie shared with the Council a draft administrative procedure regarding employee retirement recognition functions. The document standardizes the funding formula for the official retirement function and award at \$25.00 per year of service of the retiree up to a maximum of \$1000.00.
 - b. **Survey of Organization Excellence:** Tom Owen presented an overview of the results of the recently completed Survey of Organizational Excellence. The results of the survey are very similar to the results seen in 2002 and 2004. Focus groups are scheduled for August 2006 to drill deeper in the areas of the survey identified as "perceived areas of concern".
 - c. **Agency Pay Plan:** The Council discussed the 9/1/2006 Agency Pay Plan in some detail. Several key issues emerged from the discussion:
 - i. **Request for Changes:** The Council agreed to create a "Pay Plan Change Request Form" for consideration by the

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Executive Team. This form could be used by employees who have specific individual issues or concerns with regards to their pay range, job title, promotion criteria, etc. Tom Owen will draft a form and send to entire Council for consideration. After approval the EAC Chair will disseminate the form to the rest of the Agency.

- ii. **East Zone versus West Zone:** The Council engaged in a discussion regarding whether there is a difference in the Resource Specialist job in East Texas versus West Texas and if there should be an associated pay difference between the two areas. The Council decided to have the Chair raise this issue with FRP leadership for their consideration, as appropriate.
- iii. **Frequently Asked Questions (FAQ's):** The Council decided to publish a list of FAQ's regarding the pay plan to assist employees with their concerns or questions. Tom Owen will begin developing the list of questions. Any questions should be directed to Tom Owen for inclusion on the listing.

4. **Next Meeting Date: October 25, 2006—Lufkin--9am start time**

5. **Future Meeting Dates:**

TBD

6. Richard Dottellis adjourned the Council meeting at approximately 2:30 pm.