

Approved October 31, 2007

Texas Forest Service Employee Advisory Council
Minutes From
July 25, 2007
College Station, Texas
Website: [TFS Employee Advisory Council](#)

Members Attending:

Eric Copeland	DeAndra Grizzle	Sherri Noack
Sandy Santana	Bobby Weaver, Jr.	Carrie Chesbro
Linda Alford	Russell Lykins	Mike Brock
Meredith Carrell	Shane Brown	

Members Absent with Notification: Clay Bales, Susan Cornett, Doris Long, Kenneth Myrow, Philip Gates

Members Absent without Notification: None

Ex-Officio Members Present: Tom Owen

Guests Present:

Carrie Chesbro, EAC Chair, called the EAC meeting to order at 9:00am.

1. **Approval of minutes from the May 2, 2007 EAC Meeting:** The minutes from the May 2, 2007 EAC meeting were approved, by unanimous vote.
2. **Updates to Working Issues:**

The Council reviewed the following working issues:

- a. **Uniform Survey:** The Council discussed the results of the Agency-wide uniform survey. The Council unanimously agreed to attempt to get a Lion Apparel representative to meet with the Council to discuss the issues raised from the survey. The Council also recommended the Agency consider shopping around for other uniform vendors in case a change is required. The Council felt we should revisit our contract (if we have one) with Lion Apparel to insure it is adequate for our needs.

b. **Other Uniform Updates:**

- i. **Low Profile Hat:** Tom Owen showed a sample of a low profile TFS baseball cap. Pending approval from the Director the new cap should appear as an option on the Lion website. The current version of the baseball cap should be available as well.
- ii. **Kevlar Nomex Pants:** Shane Brown will meet with the Safety Council on August 23rd to recommend we offer a higher quality nomex pant for purchase on the Lion Apparel website. He will also discuss this issue with the FRP Operations Committee. More to follow.

- c. **Agency Holiday Schedule Recommendations:** The Council discussed the possibility of, when possible, arranging our legislatively mandated holidays to allow for Labor Day as an approved holiday. More discussion will follow since the FY 2008 holidays are already submitted and approved by the Board of Regents.

3. **New Items:**

- a. **Standardization of announcements:** Don Cumbie discussed the issue of standardizing what events are announced agency-wide, i.e. retirements, funerals, illnesses, etc. He is writing a policy for review by the Executive Team regarding this issue.
- b. **Electronic Signatures on Travel Vouchers:** An issue was raised to the Council regarding the use of electronic signatures on travel vouchers. Use of this practice could help the Agency more effectively process travel vouchers. Based on input from Travis Zamzow, original signatures are still required on travel vouchers that are submitted as paper documents, which applies to TFS. The FAMIS purchasing system right now is not set up for electronic travel voucher processing. An online travel system is being discussed as a possibility by System officials at this time.
- c. **Annual Enrollment:** Don Cumbie provided a brief update on our FY 2008 benefit package and enrollment process.

4. **Next Meeting Date: October 24, 2007. 9am (Bastrop--tentatively)**

5. **Future Meeting Dates:** TBD

6. Carrie Chesbro adjourned the Council meeting at approximately 11:30am.