

Self-Training

**MINUTES
COMMISSION ON CLASSIFIED STAFF AFFAIRS
September 4, 1987**

Present: Pat Padgett, Gary McCombs, Judith McNinch, Dixie Schmittou, Hank Goodman, John Clemens, Mary Harvey, Gail Jameson, Betty Hubbard, Ray Thompson, Mickey Lewis

Absent: Pat Seitz, Ron Herrin

Visitors: Dick Simmons (Personnel); Drew Smith (Computer Center); Beth Cook (Library)

The meeting was called to order by Pat Padgett at 10:00 a.m.

Minutes of the August meeting were approved as written.

Due to a conflict with Juliette Dais' schedule, the update on Personnel Division studies will be presented at the October Commission meeting.

Dick Simmons' report on Employee Training Programs concentrated on the FY87 workshops and seminars and those proposed for FY88. Programs highlighted included: clerical training in conjunction with Tri-County Tech, basic supervisory training courses, the University's Wellness program, continued emphasis in the literacy program, and courses toward the Certified Professional Secretary (CPS) rating.

Drew Smith of the Computer Center discussed several new programs available to University employees, specifically a program which could result in reduction of mailing costs for those departments with large mailings, and the use of the COSY system, presently available to employees with VAX access. Based on these discussions, P. Padgett suggested that the Executive Committee set up a proposal (possibly using the electronic mail program) and present it to the Commission at the October meeting.

There were no new submissions for the question/answer column of the "Newsletter."

Two letters were forwarded to the Policy Committee with a request to send drafts for review with the distribution of the Minutes from this meeting.

Gary McCombs read a letter (unsigned) he had received regarding the retirement systems return on investment as delineated in the Summer, 1987, "South Carolina Retirement