

MINUTES  
COMMISSION ON CLASSIFIED STAFF AFFAIRS  
September 8, 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), <sup>Betty</sup> ~~Ray~~ 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 Systems Update" (financial statement, page 3). Ray Thompson requested a copy of the letter which he wishes to share with the State Retirement group for response.

Committee reports are as follows:

Athletic Council: No report.

Blue Light Alarm Committee: No report.

Traffic and Parking Committee: General overview of August meeting concerning special variance requests on purchase of decals, temporary parking area for commuter students.

Policy Ad Hoc Committee: Report to be distributed with September Minutes.

Ray Thompson will send copies of the Personnel Division's proposed apprentice and intern programs to Commission members. Mr. Thompson also discussed the new

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secretarial pool which is proposed to begin January 1, 1988. There will be a charge assessed for these services with the money returned to the training pool.

*Clemson University etc.*

Betty Cook, Vice President of the Classified Staff Affairs Council for the Library, discussed several topics which the Council had been addressing, i.e., report from the S.C. State Employees Association, smoking/non-smoking breakrooms, the Commission's mission statement, etc. Ms. Cook indicated that the Council for the Library hoped to have a representative at the monthly Commission meetings.

Mr. Thompson announced that the Employee Recognition Banquet is scheduled for the evening of September 30 at the Clemson House with the Business and Finance luncheon to be held at noon that same date.

Mr. Thompson discussed the merit increases which are to be implemented by January 1, 1988.

There being no further business or announcements, the meeting was adjourned at 12 noon.

Next meeting: Tuesday, October 13, 1987, 10:00 a.m., 407 Nursing Building.