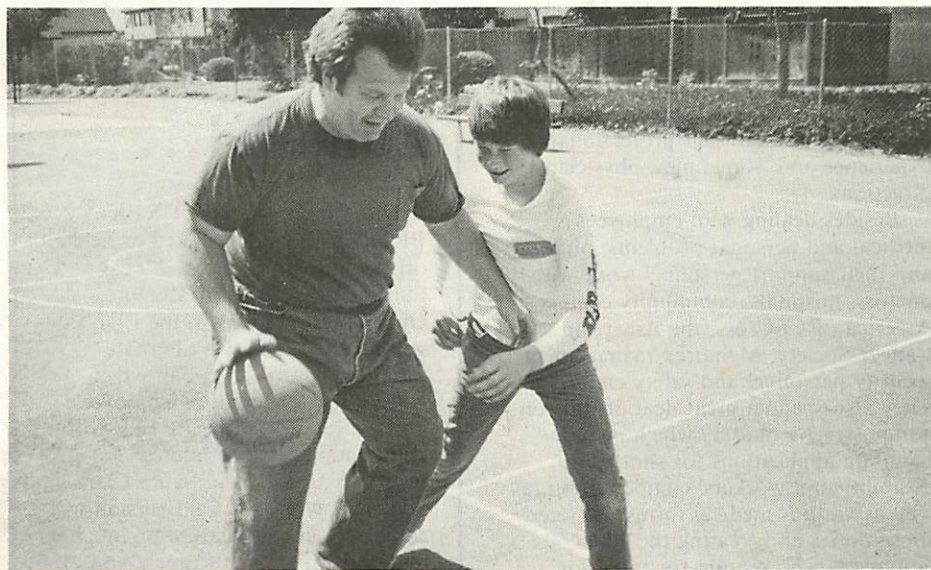


MEMOREXPRESS

A newspaper for Memorex employees in the Santa Clara Valley

Volume II Number 5 May 1984



JACK AND DARRYL

Memorex employees support third annual Agnews Awareness Faire

To raise awareness in the community and funds for the residents of Agnews State Hospital, the Community Volunteer Services to Agnews is holding its third annual Awareness Faire on May 20 at the Agnews campus on Lafayette Street in Santa Clara.

The Faire this year will feature a parade, food and game booths, arts and crafts to buy (many handmade by the residents), a bingo game with some very valuable prizes, an auction of elegant collectibles, lots of free entertainment, and a guaranteed good time for all people attending. All proceeds from this very exciting and fun-filled event will benefit the residents of Agnews.

The primary purpose of the Faire is to increase community awareness about Agnews and its 1100 developmentally disabled residents.

Because Agnews is a State hospital and therefore subject to severe budgetary limitations, funding is not available for resident participation in Special Olympics, summer camp, field trips, or other special events. Additionally, no funds were previously available to buy sports equipment or special playground equipment until the inception of the Agnews Awareness Faire.

Last year, proceeds from the Faire paid for residents participation in Special Olympics and a number of other extra-curricular activities, and also subsidized the initial costs of a special playground for the residents which can be used by people in wheelchairs and can accommodate children with a variety of physical disabilities. Completion of the playground requires more funds which will hopefully be raised from this year's Faire.

Memorex employees have consistently supported the Agnews Awareness Faire since its beginning in 1982, with employees helping residents to enjoy the Faire, working in the food and game booths, and lending their talents to publicize the event.

The Memorex Community Relations Council, in support of the Faire, is seeking Memorex employees for a number of different volunteering opportunities at the Faire.

As in years past, Memorex is the only corporation in the Valley to actively support the residents of Agnews at Special Olympics and at the Faire. It is a well-established fact that Memorex employees care for their community and

Eisenhower is "Big Brother of the Year"

Jack Eisenhower, a Memorex employee in the Computer Tape Division, has been named "Big Brother of the Year" in Santa Clara County. From more than 175 Big Brothers in Santa Clara County, Eisenhower was selected for top honors for his four-year friendship with Darryl, now 14; his participation on the Big Brothers/Big Sisters Activities Committee; and his support of the annual fund-raiser, "Bowl for Kids Sake."

In addition to his friendship with Darryl and his support of Big Brothers/Big Sisters in Santa Clara County, Jack also organizes a group of Memorex employees every holiday season for caroling to shut-ins and elderly people in the community.

Jack and his "little brother" Darryl were matched in February of 1980. Since then, he has seen Darryl at least once a week. His hopes for Darryl are that he gains a sense of self-worth and self-esteem that will carry him through his life.

"It's easy and rewarding," says Jack. "It gives me a good feeling; a sense that I've done something for my community."

Big Brothers/Big Sisters has a waiting list of children who need a one-to-one relationship with an adult. The children are usually from single-parent homes and need the influence and support of another adult who is willing to make a minimum one-year, four-hour weekly commitment to spend time with the child. Big Brothers and Big Sisters must be at least 19 years old with demonstrated stability and maturity.

If you would like to find out more, call Big Brothers/Big Sisters of Santa Clara County at (408) 244-1911.

this is one way to demonstrate it. If you would like to join in the group of Memorex volunteers on May 20, call ERNIE TYDELL at 987-2894 or SHARON KOLSTAD at 987-3403.

Whether you volunteer to assist or just bring friends and family out for the fun, please wear your Memorex t-shirts and be on the lookout for the MEMOREXPRESS photographer. See you at the Faire!



Spotlight on...CORPORATE HEALTH SERVICES

"I'm sick today and I'm not coming to work" is a powerful statment that cost American buisnesses more than \$50 billion in 1983 alone. Because an ounce of prevention is worth a pound of cure, businesses are taking steps to help prevent illness by providing health care organizations within their companies.

Within the medical field, a specialized discipline called occupational health care has evolved to fill the needs of industry. At Memorex, the Health Services department functions within Corporate Safety and Health Services, a group in Human Resources, and is managed by **GENE GILMAN**. Health Services includes medical and support personnel who are available to treat and counsel all locally-based Memorex employees.

Although Health Services nurses at Memorex don't hand out prescription drugs or perform surgery, they are medical professionals practicing preventive medicine. The team of four nurses (**ROSEMARY GRADY**, **JACKIE HURD**, **BETTIE MACKE**, and **ADELE MUZZIO**) function at Memorex as on-site medical consultants, dealing with minor medical problems and also counseling employees with emotional and family-oriented problems. Most importantly, Health Services nurses respond to emergency injuries and

illnesses, assessing and treating immediate needs and providing referrals for further treatment.

Rounding out the seven-person department are **PAT WRIGHT**, administrative secretary to Gilman, and **JAN WEDEL**, health services specialist.

Because it is an independently-operating service-oriented department, Health Services functions quite differently from the majority of the Memorex workforce. They have no shipments to make or quotas to meet. However, Health Services nurses must respond quickly and appropriately, making correct medical decisions based on their professional experience and, sometimes, physician's directions.

Besides dealing with employees' medical and personal problems, nurses and their support personnel work with doctors, hospitals, community centers, the American Red Cross, the American Cancer Society, Memorex management, security personnel and safety engineers. They also spend a great deal of time on administrative matters which include handling applications for short-term disability and workers' compensation, as well as various medical forms. Between those duties and treating the 20 to 60 employees who require treatment or

advice daily in each one of Memorex's medical dispensaries, the nurses also conduct first aid and CPR (cardio-pulmonary resuscitation) classes for employees.

While the phrase "I'm sick today and I'm not coming to work" may never be archived along with other famous phrases of the business world, its frequency is certainly being lessened due to the work of on-site health care professionals in business environments.

Editorial...

Starting in June, **MEMOREX-PRESS** will be distributed to field offices, instead of just the local Santa Clara offices of Memorex. On a bi-monthly basis, the **PRESS** will be local then will alternate monthly as a field version which will go to all Memorex employees.

Local issues of the **PRESS** will still contain news of interest primarily to the local Santa Clara audience, while the field version will contain issue and feature-oriented material which is not timely and not local in nature.

If you have any suggestions or questions, or any ideas for articles for either version of the **PRESS**, please call me at 987-0376. Our deadline remains the 12th of each month for the following month's issue of the **PRESS**.

Aline Brazil

EDITOR,
MEMOREXPRESS



ROSEMARY GRADY



BETTIE MACKE

MEMOREXPRESS is published by the Corporate Design Center for all Memorex employees in the Santa Clara Valley. Send letters, comments and requests to: **MEMOREXPRESS**, Mail Stop 06-03, 2800 Bowers Avenue, Santa Clara, CA 95051, or call (408) 987-0376.

Editor, **DIANE BRAZIL**
Graphics, **APRIL BISHOP**

Memorex Corporation is a
Burroughs Company.



JACKIE HURD



ADELE MUZZIO



GENE GILMAN



PAT WRIGHT



JAN WEDEL

United Way agencies offer help with substance abuse

Substance abuse knows no social boundaries, but one thing many abusers share is a need for assistance in the struggle to break their dependence on alcohol, drugs, and other addictive substances.

The United Way agencies listed below offer programs and services designed to prevent and treat several different types of substance abuse.

BLACK COUNCIL OF SANTA CLARA COUNTY — Sepia House provides programs for alcoholism prevention and treatment; a 24-hour crisis and emergency hotline for alcoholism-related problems is also available. (408) 287-4426

CATHOLIC SOCIAL SERVICE — Counseling Services. (408) 243-3001

FAMILY SERVICE ASSOCIATION OF THE SANTA CLARA VALLEY — The Comadres program offers special counseling on prescription drug dependence for women. (408) 288-6200

MEXICAN AMERICAN COMMUNITY ASSOCIATION provides the "Mexican American Council on Alcoholism" program. (408) 926-2818

PATHWAY SOCIETY, INC. offers a residential drug-free program and outpatient counseling for substance abuse. (408) 244-1834

SOUTH COUNTY ALTERNATIVES, INC. provides drug diversion classes and individual and group counseling to persons with drug abuse problems. (408) 842-3118

For more information on these or other human care services, call (408) 248-INFO, United Way of Santa Clara County's Information and Referral phone line.

IN MEMORIAM

MARGARET (PEGGY) MUELLER, a senior technical illustrator in Development Engineering, died on April 3. She had been at Memorex since September 1977.

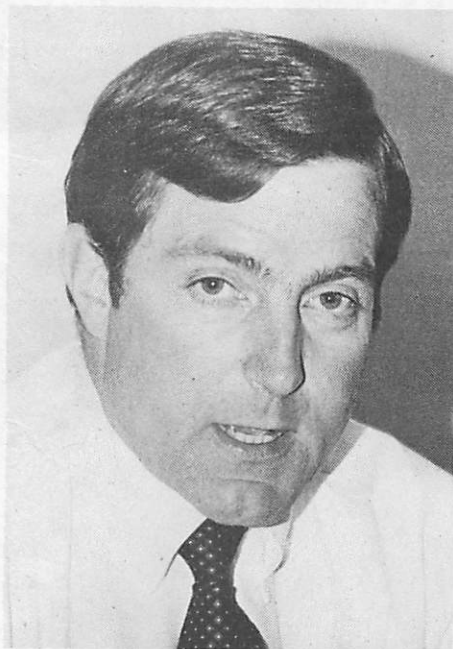
JACK MAYDEN, a senior final assembler in the Large Disc Drive Division, died on April 2. He joined Memorex in April of 1977.

THERE IS A TIDE IN THE AFFAIRS OF MEN WHICH, TAKEN AT THE FLOW, LEADS ON TO FORTUNE; OMITTED, ALL THE VOYAGE OF THEIR LIFE IS BOUND IN SHALLOWS AND IN MISERIES. ON SUCH A FULL SEA ARE WE NOW AFLOAT, AND WE MUST TAKE THE CURRENT WHEN IT SERVES, OR LOSE OUR VENTURES."

William Shakespeare, from Julius Caesar

An Interview with WADE MEYERCORD

WADE MEYERCORD is president of Memorex's Storage Equipment Manufacturing and Development organization and joined the Company in 1981 from IBM. One of his first big projects was the introduction of the Employee Opinion Survey in the SEM&D organization in the summer of 1982. Another survey of employees' opinions was given in the summer of 1983. MEMOREXPRESS recently interviewed him about those surveys.



PRESS: Why does the Company want to know what employees think?

MEYERCORD: We need to know how employees feel about various aspects of their jobs, how they feel about the Company, their opportunities, how management treats them, and how well the Company keeps them informed. We need to get an accurate portrait of how people feel about various key issues so we can gauge the future. With future surveys, we can gauge whether there is any improvement taking place, or any degradation. These are good indicators of the overall health of the organization. And, if we don't know what people think, all we can do is make assumptions about what they think, and we're likely to be wrong. It's interesting to note that good managers will have a good survey and poor managers will have a poor survey, judging by key indicators in the survey.

PRESS: Is it really that simple?

MEYERCORD: Yes. It is. Good managers keep their employees informed. They tell them where they stand, talk with them about their career path and future job opportunities, adequately and fairly explain our compensation programs, and so forth. These are the issues people are concerned about and that's what they told us in the surveys.

PRESS: Once managers get the survey results, what are they supposed to do with them?

MEYERCORD: When the survey is completed, it's summarized for each organization. Managers in these organizations get the details of their employees' responses, compared with the responses from the larger organization, either the group or the corporation. They analyze those results and, where there is a significant difference between their organization and the group or the corporation, they know those areas ought to be investigated. In general, we expect managers to focus on what's different between his or her survey and the rest of the Company. And if the majority of the survey respondents throughout the Company have responded negatively on an issue, then we're going to focus on that issue at the corporate level, as we've done in the last two surveys. Last year, for example, we focused very hard on communication because that was an item that got negative responses across the entire company. So, in SEM&D we've done a lot to improve communication programs to make them more responsive to employees' needs.

PRESS: What kind of communication are you talking about?

MEYERCORD: Almost all of our operations within SEM&D now have a quarterly all-employee meeting.

PRESS: Do you attend those?

MEYERCORD: I attend some of them, usually at least one of those organizations' employee meetings at least once a year. Each meeting is hosted by the general manager of the operation and addresses concerns that employees express during the meeting, either written or verbally. The general manager talks about where we stand as a business and where that particular organization stands. In general, we are trying to keep people informed about where we are, where we're going, what our obstacles are, and how we're responding to those obstacles.

PRESS: In the last two surveys, what were employees' major concerns?

MEYERCORD: In the first survey, employees' major concerns were communication, management fairness in promotion, compensation and training. As a result of that, we focused very hard on all those areas and made a lot of progress in communication and training; to the extent that those two issues dropped significantly in terms of dissatisfaction indicators on the second survey. The management fairness question has also dropped, in terms of employee dissatisfaction.

On the second survey, the key issues concerned lack of sufficient feedback from the first survey. Another concern on the second survey was credibility of management followup on action plans. A third concern was career planning and career

counseling. The fourth was compensation and the fifth was training.

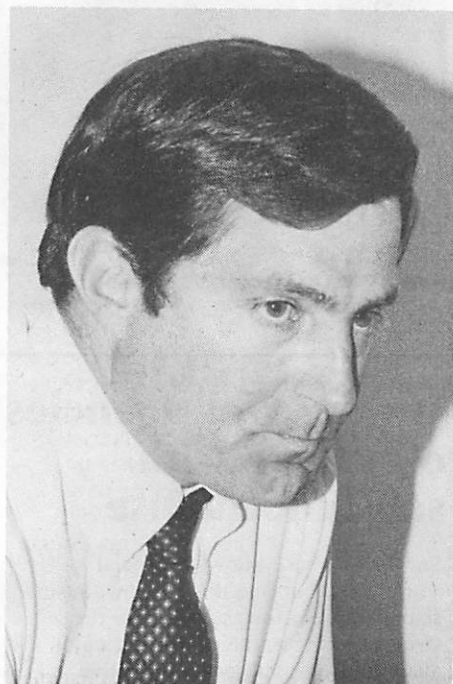
PRESS: Are you just referring to how SEM&D employees responded or to how everyone who took the surveys responded?

MEYERCORD: Just SEM&D. That's what I've focused on.

PRESS: What has been done to address employees' concerns?

MEYERCORD: This year, we have conducted (in all but one organization) all-employee meetings to give direct feedback, with myself presiding. These meetings are followup to let employees know that the Corporation is interested and to address their top concerns.

With respect to action plans, I conduct a quarterly review of those action plans to assure that they are, in fact, being addressed. I review the broad action plans at the level presented to me by my direct reports. There are much more detailed action plans that filter through each layer of management. In the area of career counseling, we are encouraging all managers and employees to become actively involved in their own career development plans.



PRESS: Is the Company obliged to assist employees in developing a career path?

MEYERCORD: We're not obliged to do it in any legal sense, but we are obliged to do it from a management sense. It's in the best interests of the Company for employees to feel challenged in their jobs and to feel that they have an opportunity to move ahead. It's in everybody's best interests. What we're trying to do is to encourage every employee to take the initiative to have career planning discussions with his or her own manager. If

employees will take the responsibility of initiating career planning discussions with their managers, managers can at least find out what opportunities there are within Memorex, if employees have some idea of what they want to do. But employees first have to decide for themselves what it is they want to do.



PRESS: What about compensation?

MEYERCORD: We have explained how our compensation system works, which was not well understood by most people. We have just begun a management training program to explain to all our managers the details of how our compensation system works. Within my own group, we are conducting what I call a random salary audit, where an HR rep randomly selects an employee's file and we review his or her salary versus length of time in their grade, length of time with the Company, and performance level, then look to see if that salary makes sense. If it doesn't, the HR rep will go to the manager of that employee and say, "This doesn't look right and something ought to be done to correct it."

PRESS: What about employees' concerns with training?

MEYERCORD: For now, we are focusing our attention on management training, because most of the concerns that have cropped up go back to fundamental management skills that need improvement. So, we have mandated that in SEM&D in 1983, and again in 1984, every manager will receive 40 hours of training. I measure each of my direct reports on that. Part of their performance appraisal is a measure of how much management training each of their managers has had.

PRESS: How will you know when you've been successful in addressing employees' concerns?

MEYERCORD: The measure of success is to look at the next survey to find out if the indicators have improved. There's a set of questions that goes with each of the areas of concern.

For example, there are several survey questions that deal with training. We can take the average of the responses of all those questions, then compare those with last year's responses and see if the percentage of positive responses goes up or not, in a statistically significant manner. If it was 65 percent positive last year and it's 70 percent positive this year, that's sort of on the borderline of being significant. If it moved by ten points or more, it is a very significant move.

PRESS: Would you expect other indicators of your success to be better quality products, less absenteeism, and maybe higher morale in general?

MEYERCORD: Yes, but morale is probably best measured by a thing called the General Satisfaction Index in the survey itself, which is an average of half a dozen key questions put together. If that index improves, that is a numerical statement of morale. It improved significantly from the first survey to the second, so we have made some progress. We have a way to go, and I hope we see even further improvement this year.

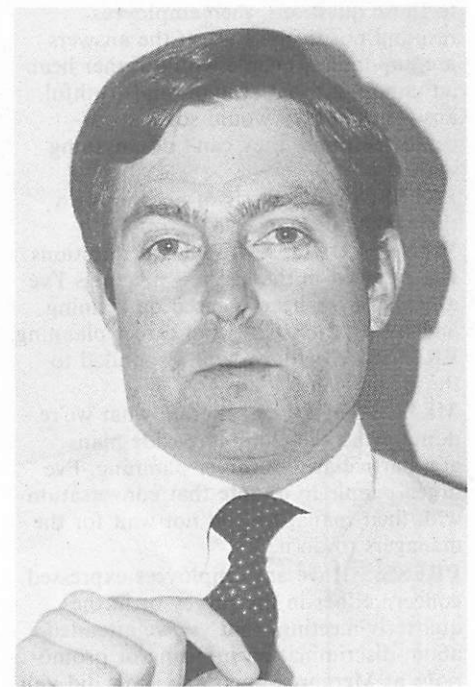
I would expect productivity to improve because productivity is a direct function of a person's ability to concentrate on the job at hand. People concentrate on the job at hand when they don't have to worry about administrative issues, or career paths, or compensation issues. If those things are reasonably okay with them, they can focus their attention on getting the job done. When that happens, higher productivity is a result. That's very measurable. So, yes, a better product and better quality will result from people understanding management objectives and believing in what we're doing and how we're doing it.

PRESS: How does the feedback process work?

MEYERCORD: The feedback process of the survey begins with the formal data feedback from the survey that is communicated through layers of management in a series of meetings. At the final meeting, a first-line manager or supervisor meets with an individual group of employees, presents the data, asks for their comments, and reports back to the next layer of management. With employees' ideas of what they as employees of an individual department can do to improve their own situation, that information is communicated through all the layers of management, where we summarize it all. From that, there may be indications that certain things should be handled at a Corporate-wide level, as there was last time, particularly in the area of training. Some requests will come which we decide not to do anything about. For example, last year we got a few requests for improvements in the area of

benefits. But, by and large, we rate very well in benefits, and our benefit package is pretty competitive as it is, so we did not do anything about it. But most action plans resulting from the surveys are local in the sense that individual departments can probably fix 90 percent of all the things that they perceive as a problem. When people are upset about not being told what's going on, or not being considered for a promotion, or it's too cold in their work area, or not having the right tools to work with, those are the kinds of problems that the individual first-line manager or supervisor can solve.

A significant misconception about the survey is that many people expect that the Corporation is going to answer all their concerns. That's really the opposite of what should happen. In most cases, the first-line manager or supervisor should be answering and resolving most of the concerns. There are very few that are unanswerable by the first-line manager or supervisor.



PRESS: Can you give us some examples of action plans?

MEYERCORD: Let's take a production area, for example, where one of the things that may have concerned people was that the tools they use in that department are inadequate to consistently build the product at the quality expected. Therefore, their action plan could be to upgrade or replace their tools. That's an example of a local action plan.

Another one may be that people in a department responded that management wasn't keeping them informed. The action plan for that department, then, could be to have a monthly communication meeting with the employees in the department to find out what's going on and to pass on results of the manager's staff meetings

continued on page 6

MEYERCORD

continued from page 5

with his or her own manager.

An action plan that's much broader in nature might be to initiate a training program for all managers in how to communicate our compensation plan and compensation policies. In fact, that's an actual action plan resulting from our last survey.

PRESS: Were there any employee concerns that you felt were based on invalid assumptions on the part of employees?

MEYERCORD: There's been a lot of employee misconception about compensation, so that's what our management training programs are focused on at this time.

PRESS: How have SEM&D employees responded to you attending the quarterly meetings?

MEYERCORD: I think it's been very positive. If the top manager is willing to take questions and give straight answers to those questions, then employees respond positively. Even if the answers are unpopular, people would rather hear an unpopular, but straight and truthful, answer than they would some sugar-coated response they can't do anything with.

PRESS: What kinds of questions do they ask you?

MEYERCORD: Most of the questions I've received in the last few meetings I've attended have been focused on training and career counseling and career planning.

PRESS: How have you responded to those questions?

MEYERCORD: I reiterate what we're doing, what the Company-wide plans are, particularly in career planning. I've urged people to initiate that conversation with their managers and not wait for the managers to do it.

PRESS: Have any employees expressed concern either in the survey or in the quarterly meetings that you've attended about discrimination in hiring or promotions at Memorex and, if so, how did you answer?

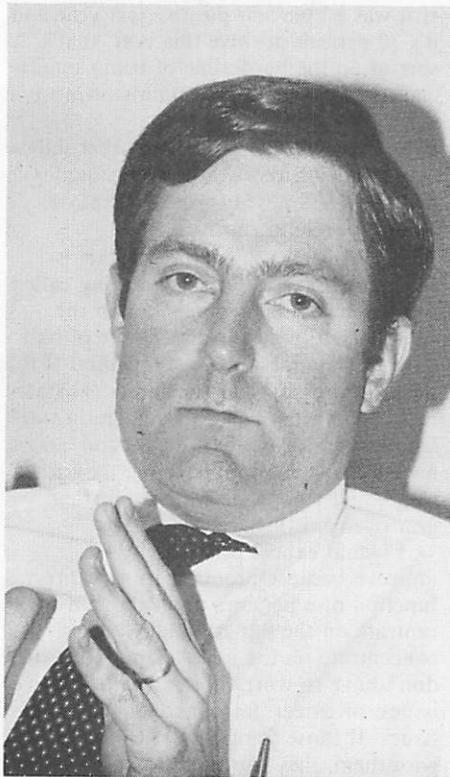
MEYERCORD: A question with regard to discrimination was raised only once and I guess I gave a very strong response, because it's the only time I ever got angry in an employee meeting, but not at the person asking the question. It upsets me to think that any manager would practice discrimination in any aspect of any job. We have no room for that at Memorex and we will not tolerate it. If there are any pockets of discrimination at Memorex, we have to work hard to stomp them out.

PRESS: How can you be sure that all SEM&D managers are responding to the surveys? Is there a way you monitor that?

MEYERCORD: We'll certainly find out in the next survey. If a manager has given lip service to the survey or has not been

responsive in dealing with it, that will show up in the next one loud and clear.

We do not, however, use the survey as a screening tool to weed out bad managers. We try to use it as a positive tool to help managers but, by the same token, if, year after year, a manager does poorly on the survey and we work with him or her to improve and he or she doesn't improve, then that manager is not likely to stay in management.



PRESS: What do you perceive as SEM&D's biggest obstacles and what are you doing to remove them?

MEYERCORD: Our biggest obstacles in 1984 relate to achieving higher production ramps in each of our new products. At the same time, achieving improved quality in those products, as well as the services we provide, are really the most important business issues. The profitability of the Company is very highly dependent on us making our targets. So, the output and the quality of the output for our manufacturing facilities are really critical.

Almost all production and quality problems can be traced to something defective entering the process at some point. It may be a defective procedure; it may be a defective part; it may be a defective management instruction; it may be a lack of definition of what's going on in the Company; but, all those can be considered as somebody not doing the job right the first time, or not delivering a piece right the first time, somewhere in the chain. The individual may not even work for Memorex — it may be a supplier — but, somewhere in the chain, somebody did not have a personal standard of doing

it right the first time. If we can get a significant percentage of the people to adopt that standard and refuse to accept defective products or services, that will cause the system to come to a stop temporarily and that will automatically get a lot of management attention. The best way to fix a quality problem on the manufacturing floor is to shut down manufacturing, because then everybody gets very interested in making sure it gets started back up again. As long as everybody has an excuse or thinks it'll get done next week or fixed next month, then everybody has an excuse to let the status quo continue. If somebody gets brave enough to shut down the manufacturing line and say, "I will not build another thing until the parts I get in meet the requirements," it's amazing how fast that problem will get fixed.

PRESS: Do you remember when Lu Steffen did that in the Large Disc Drive Division?

MEYERCORD: I sure do. I wish more employees would do that more often, because it fixes problems in a hurry. And the same applies to services, to management instructions, and to management communication. Most of these problems are management problems that cannot be blamed on anyone else.

PRESS: Would you say that it's more of an attitude than anything else? If people have the attitude and the personal commitment to do things right the first time, then it's all going to work?

MEYERCORD: I like to call it a personal standard, but it is an attitude. It's an attitude that you will not accept anything that isn't done right. If just 25 percent of employees had that attitude, they would exercise such a strong influence on the other 75 percent, that the whole Company would show a dramatic improvement.

PRESS: What can management do about these personal standards and attitudes?

MEYERCORD: The responsibility rests with management who can set the example. If I personally have that standard, then those that report to me are forced to adopt that standard, because they know they're going to get rejections when they provide less than adequate input. To the degree that I'm soft on quality standards in what I demand from my people, then they're going to be soft in what they demand from theirs, and so on. So, what management can do is to set the example, and that's very important.

PRESS: Will there be any more surveys?

MEYERCORD: Yes. We'll have a survey every year around June. I'd like to add that Memorex management really does care what people think and we really want them to answer truthfully. If they don't, we can't respond to what they really think and feel.

Now Showing...

Have you seen MEMINET, the Memorex Information Network? The videotaped news program produced by and about Memorex is available once quarterly to all Memorex employees. Each edition brings news and information about Memorex and its employees all over the world to you. Once produced, each edition of MEMINET is available for showing to employees. If you haven't seen it, you don't know what you're missing. Ask your manager for a schedule of times when you can view your news program and, if you have any suggestions for stories for MEMINET, call Al Schuler, executive producer, at 987-2135. See you at the movies!

Exemplary Action Award winners

The Memorex employees listed below have recently won Exemplary Action Awards for their significant contributions to the Company.

JOHN AVENT
JAMES ARTHUR BISHOP
DANIEL HEWITT BOYER
JOSEPH M. BRIGGS
ROSEMARIE BRUGGEMANN
HENRY BUCK
CHARLENE A. CAMBRA
FRANCIS X. COLDEN
CAROLYN J. CRIDER
TRACY BERGER DOUGLAS
ERIKA EASTMAN
PEGGE A. GROSS
RENATE HERBST
PRISCILLA HILL
JONI MAY JOHNSTON
JOSEPH A. LaGUE
RICHARD M. LIRA

JANET VILLARS LONG
BARBRA MONIZ
BERTA JUSTINA NUNEZ
BARBRA ORZEL
HASHEM PAR-VINIAN
GABRIELLA PATSER
LAVONE PERRY
JAMES PERRY
JERRY L. RHOTEN
PAUL A. SHERMAN
ROBERT G. SILVA
LAWRENCE R. SIMONINI
VALERIE SPOONER
DARYL S. TILLEY III
RONALD W. WIRTZ
EDWARD WONG

Communicating with the deaf

It's a fact that communication is essential for everyone. Even bad or sloppy communication is better than none. So what do you do when one of your co-workers is deaf and you don't know sign language? How do you avoid misunderstandings and mis-communication? It's really not so difficult if you know the basics and are willing to try. Listed below are some tips on communicating with the deaf.

- A gentle tap on the shoulder will get a deaf person's attention.
- If you're too far away for a gentle tap, try waving your hand to gain visual contact.
- Look directly at the deaf person you're speaking with, even if you have an interpreter.
- Use a written message if you have to.
- Use body language and facial expressions.

On-site college courses offered

by JUDY McCLAIN

The spring quarter is fast approaching and now is the time to be preparing for enrollment. Memorex is offering televised courses through Stanford Instructional Television Network (SITN) and the Association for Continuing Education (ACE).

SITN offers more than 40 graduate engineering and science courses for credit or professional development. They are offering, new for this summer, expanded audit courses in Computer Science and Electrical Engineering.

ACE offers an MBA program through Golden Gate University; certificate programs in electronics, business, and computer systems through Foothill College; and professional development courses such as beginning PASCAL and project management. New for the summer quarter, they will be televising videotaped engineering courses recorded at Berkeley and starting on Tuesday, May 29 (see schedule below). These classes are available on an audit basis only, and the fee is \$225 per student per course.

For additional information and registration forms, contact me at 987-3700.

SCHEDULE OF CLASSES (ACE)

| | | | |
|--|-----------|-----|--------------|
| Operating Systems for Digital Computers | 5/29—8/2 | TTh | 9 - 10:30 am |
| VLSI Systems Design | 5/30—9/12 | MWF | 9 - 10:00 am |
| Linear System Theory | 5/29—9/6 | TTh | 2 - 3:30 pm |
| Advanced Analog Integrated Circuits | 5/30—9/12 | MWF | 9 - 10 am |
| Advanced Digital Integrated Circuits | 5/29—9/6 | TTh | 2 - 3:30 pm |
| Economics & Dynamics of Production | 5/30—9/12 | MWF | 2 - 3:00 pm |
| Fracture of Engineering Materials | 5/29—9/6 | TTh | 9 - 10:30 am |

Moving up...

JAY FREEMAN has been appointed manager of C.E. Logistics for U.S. Equipment Sales and Service. Freeman joined Memorex in 1979...**BOB BECKETT** has been named Product Support Manager for U.S. Equipment Sales and Service. Beckett has been a Memorex employee for nine years...**BRUCE FRANK** has been appointed to manager of Corporate Compensation in Human Resources. Frank joins Memorex from Intel Corporation...**PETER GILLIGAN** has joined the Communications Group as manager of Production Operations. He previously was employed by Disctron and Sperry-Univac...**BOB GRAVIANO** has joined the Communications Group as manager of Materials. Previously he was employed by Access Matrix and Atari...**JOHN SCHULEIN** has joined the Communications Group as manager of Hardware Controller Development. Schulein joins Memorex from Data Stream...**LEIGH MATEAS** has been promoted to manager of Corporate Services. Mateas has been with Memorex seven years.

WANTADS

STUDENTS NEED ROOMS

Two Scandanavian students will work at Memorex June through August. If you have a room available for these students contact Susan Krug at 987-1234.

STEREO SPEAKERS (2)

Brand new Fisher; never used; wood grain cabinets. \$200 for the set. Call Marilyn at (408) 973-9625.

1980 YAMAHA 850 CC

With frame-mounted fairing, two helmets and shop manual; low mileage; excellent condition. \$2,600/offer. Call Dan after 8 p.m. (415) 886-0129.

1977 TOYOTA STATION WAGON

Corolla, new tires, auto transmission, metallic brown; 88,000 miles. \$1,100. Call Sharon at (408) 353-1424.

1982 SAAB TURBO

Two door hatchback, new tires, sunroof, loaded; black exterior, excellent condition; 65,000 miles. \$10,700. Call Jack at (408) 255-5635.

15 FOOT SAILBOAT

Coronado sloop rigged, active racing class - very fast. Many extras including trailer and cover. Call Doug or Jill at (408) 335-3972.

1978 DATSUN F-10 HATCHBACK

Air conditioning, FM, dark blue exterior, excellent condition. Records of all maintenance and repairs. 40 mpg, 63,000 miles. \$2,750. Call Jack at (408) 255-5635.

GARAGE FOR RENT

650 square feet storage area in Campbell. \$100 per month. Call Marion at (408) 374-7405.

CANARIES FOR SALE

Five Crested baby canaries; three males (\$25 each) and two females (\$15 each); 6 weeks old. Call Terry at (408) 246-3301.

MOPED

1981 Puch Moped; 900 miles; excellent condition. \$400. Call David at (408) 249-1288.

1979 FORD PINTO STATION WAGON

Rebuilt 2300cc engine; new brakes, shocks, good tires and clean interior; AM/FM cassette; minor body damage. \$2,200. Call Ted at (408) 246-4781.

WANTADS

'81 KAWASAKI 550 LTD.

Excellent condition; includes backrest and trunk; 7,000 miles; sacrifice at \$1,595. Must see and drive to appreciate. Call Dave at (408) 985-6485.

CAR TELEPHONE

Motorola Pulsar II; asking \$3,995. Call Jack at (408) 255-5635.

BOWLING ANYONE?

Join the Memorex Bowling League on Monday evenings. Experience preferred, but not necessary. Open to all Memorex employees and their spouses. Co-ed teams also need subs. Call Esther Tuliao to sign up at (408) 987-3759.

NEED HELP?

Need help balancing your budget? Attend a budget presentation the third Tuesday of each month at 7:30 p.m. Sponsored by Consumer Credit Counselors, 1940 The Alameda, San Jose (408) 554-9494.

LEATHER CLOCKS

From Wales, hand-crafted leather clocks; battery movement; for home or office. Also for sale, a weather station. Call Lou or Cathy at (408) 736-3093.

CAMARO AIR DAM

Air dam fits '73-'78 Camaros; brand new, still packaged; all hardware included. \$85 or trade for window louvers. Call Ross at (408) 993-0706.

ROOMMATE WANTED

Single person or single parent with one or two children to share 4 bedroom 2 bath house in Milpitas with single mother of three teens; fireplace, air conditioning, full privileges. Rent negotiable. Call Linda at (408) 946-2078.

ROOMMATE WANTED

To share 2 bdm./2 ba. Sunnyvale apartment; female, non-smoker, neat. \$350/month includes tennis and pool. Call Sheryl at (415) 964-7663.

May Anniversaries

15 Years

Alejan Martinez
Grace Fields
Alfred Gutierrez
Michael Legue
Napoleon Littlefield, Jr.

May Anniversaries

10 Years

Charles Bressler
Karole Kirkish
Lois Meier
Jerome Paluch
Agnes Sturms
John Kennedy, Jr.
Georgia Brunelle
Mary Hummel
Lupe Bartlett
Bethel Crutchfield
Judith Farmer
Robert Hungerford
Virginia Luna
Barbara McClendon
Helen Contreras
Ralph Fitzgerald
Sally Perez
Valois Madera
Salvador Torres
Abel Brasil
Audrey Goldberg
Mario Quiroz

June Anniversaries

20 Years

Robert Jackson

15 Years

Mercy Herrera
Carmen Benavidez
Billy Hughes
Jennie Noriega
Donald McClendon
Linda Madruga
Anthony Post
Richard Fitzgerald
France Martinez

10 Years

Warren Davidson
Jeffrey Anderson
Bruce Miller
Joseph Williams
Johnni Jamison
Thomas Brannon
Lupe Carbajal
Zoila Dolores
Yoshi Hara
Thomas Howell
Ronald Tilly
Michael Matusich
W. Bryant Migliaccio
Edward Nishihara
Leona Armstrong