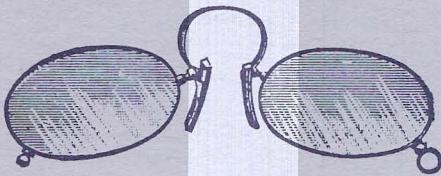


# UPDATE 20

## More Adult Ed Courses Begin Nov. 16



## October Anniversaries

## S&I Plan Participation



Below is a list of courses that will be given in the Education Center by the Metropolitan Adult Education Program beginning the week of November 16th.

### Personnel Management 1A

A study of the problems of supervising and managing people. Case problems are used to involve the student in personnel management decision making.

Course begins November 16th, (Monday) for 9 weeks, 7:00 p.m. to 10:00 p.m.

### Effective Communications 2A

A study of the problems of communication in business from a supervisory or management point of view. Oral and written communications are studied as they apply to the problems of managerial or supervisory control.

Course begins November 16th, (Monday) for 9 weeks, 7:00 p.m. to 10:00 p.m.

### Motivation Techniques 1A

A study of motivation with emphasis on the

concepts of needs, drive and emotion. Areas covered include motivation of leader-follower, current methods of job motivation and enrichment, and ways of increasing productivity through job enrichment.

Course begins November 18th, (Wednesday) for 9 weeks, 7:00 p.m. to 10:00 p.m.

### Personal Development

Emphasis on effectively presenting oneself. Grooming, posture, weight control, makeup. Women only.

Course begins November 18th\*, (Wednesday) for 9 weeks, 7:00 p.m. to 10:00 p.m.

\*This is a change of the date originally published.

You may register on Mondays and Wednesdays, 6:30 p.m. to 8:30 p.m. in the Administration offices of the Education Center, or at the first meeting of the class you select.

All of the above classes will be held in the Shulman Avenue Education Center; room numbers will be posted in the lobby.

<b>9 years</b>	Albert Delman
<b>7 years</b>	Keith Gerry
Agnes Alexander	Geneva Thomas
Evelyn Cannon	
<b>6 years</b>	
Bernie Benz	Leroy Leatherman
Phil Davis	Wayne Saylor
James Gosnell	Cal Stroble
Norma Hagan	Ken Wilson

<b>5 years</b>	Darrel Hastings
Lois Azevedo	Hank Hildreth
Carol Catron	Harold Jensen
Frank Ebey	Don Stellman
Phil Gahr	

If you did not join the Savings and Investment Plan when first eligible, you may do so by completing an application and returning it to your Personnel Office before December 1st. If you are a member and wish to change the amount of your contribution, you too must complete a form and meet the December 1 deadline.

Changes of percentage apply for a minimum of six months and begin January 1. Members of the Plan may invest 2, 3, 4, or 5% of their gross pay (total pay before taxes, but not including overtime, premiums, or bonuses).

Members also have their choice of investing in Memorex Stock, U. S. Government Se-

curities, or half in stock and half in securities. The Memorex contribution—fifty cents for every dollar contributed by a member—is always invested entirely in Memorex Common Stock. Members can change the way their own contributions are invested. Changes in investment commence January 1 if forms are turned in to Personnel before December 1.

If you are already a member of the Plan and don't submit any changes by the December 1 deadline, your present investment choice and percentage deposit rate will continue to be used.

# Nominations for MAG Board

Semi-annual nominations for the MAG Board of Directors must be submitted on or before November 19th. All employees in the Santa Clara area (with three months of service with Memorex) are eligible to be nominated, and to make nominations. Nomination forms are available now in the cafeterias or from Bill Fullendorf, 987-2992. They should be sent to Diane Leszcz, MAG secretary, at Shulman Avenue.

Julie Nelson  
Steve Palm  
Lena Salerno

Elections will be held December 1st through the 15th. The new Board will convene on January 5, 1971.

Six places are open on the 12-man Board. The six present members who will remain on the Board are:

Candy Delaney  
Diane Leszcz  
Bob Mendonca

## ... re the Christmas Dance:

As announced last issue, the Christmas Dance will be held December 5th, with tickets going on sale November 23rd. Ticket booths will be set up in the Equipment Group main cafeteria and the Tape Plant cafeteria. They will be open November 23rd, 24th, 25th, 30th, and December 1st through 4th at these times: Information Media Group

Grave Shift 7:30 a.m. to 8:00 a.m.  
Day Shift 11:15 a.m. to 1:00 p.m.  
Swing Shift 3:00 p.m. to 3:35 p.m.  
Equipment Group  
Day Shift 11:00 a.m. to 1:00 p.m.  
Swing Shift 8:30 p.m. to 9:15 p.m.

Although the Christmas Dance is being planned as a single event, it will actually take place at three different locations—all on the night of December 5th. When you go to get your tickets, be prepared to choose between the San Francisco Hilton, San Jose's Hyatt House, and Rickey's Hyatt House in Palo Alto.

## ... re the Children's Christmas Party:

This year, the party will be held at the Santa Clara County Fairgrounds (December 19th). Ticket distribution will be at the same times and places as for the Christmas Dance (see above).

## ... re volunteers:

The MAG Board is looking for volunteers to man the ticket booths for the Christmas Dance and the Children's Christmas Party. If you can help, please call Bill Fullendorf, 7-2992.

## ... re special-interest clubs:

If you would be interested in joining a Memorex Ski Club, a Memorex International Club, or a MAG-sponsored Flying Club, please contact Bill Fullendorf, 7-2992.

The EE Department at San Jose State has issued the following notice:

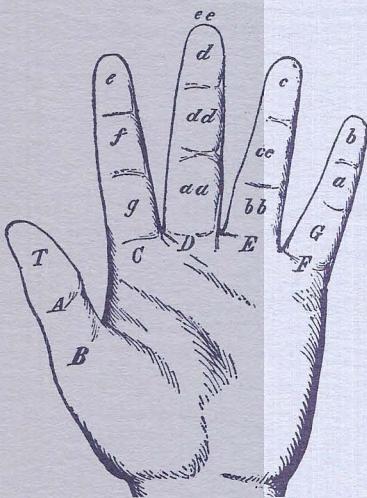
Many applicants for registration in Spring 1971 Semester Graduate Electrical Engineering courses at San Jose State College had their applications returned because the **overall** college enrollment limit was reached on October 1, 1970. Subsequently it has been determined that there are many spaces unfilled in the Graduate Electrical Engineering Program.

If you are interested you may file a "Petition for Special Late Admissions to the Graduate Division." This form is obtainable from the

Graduate Studies Office, Room 150, Administration Building, 125 South Seventh Street, San Jose State College, San Jose, California, 95114.

Application forms will be sent to all qualified persons requesting one until the available spaces are all filled.

Graduate EE Program applications for Fall 1971 will be accepted during the period from November 2, 1970 to November 30, 1970. Forms are available now from the Admissions Office, Administration Building, Room 102, San Jose State College.



# San Jose State Addendum