

GENERAL MANAGEMENT MEETING

A brief outline of the February 21, 1983 General Management Meeting has been distributed to all supervisors and managers.

This "Update" outlines the main topics of the meeting, and should be shared with all employees.



Calendar

March 7-11, 1983

7-Advanced Systems Training
Towers
7-DDP Sales Training
Towers

Long Range Planning
Microdata Special Events

July 23 - Company Picnic
December 17 - Christmas
Dinner Dance

PEOPLE MOVING UP

NAME	OLD TITLE	NEW TITLE
Kent Aken	Material Handling Clerk	Stock Clerk
Steven Allsup	Engineer II	Sr. Engineer
Terry Bate	Machined Parts Electronic Inspector	Sr
Mari Cooper-Smith	General Clerk II	Technician Sr. General Clerk
Marvin Duncan	Technical Writer	Field Service Publications Supervisor
William Helpard	Sr. Engineer	Staff Engineer
Lois Henson	Sr. Accounting Clerk	Accounting Group Leader
Olivia Hernandez	Intermediate Assembler	Sr. E/Rework Technician
Pujiko Lemke	Sr. E/M Rework Technician	E/M Rework Specialist
Tai Luu	Sr. Electronic Technician	Sr. Systems Technician
Teresa Salgado	General Clerk II	Sr. General Clerk
Angela Smith	General Clerk II	Sr. General Clerk
Bruce Totten	Programmer	Programmer/Analyst



OPEN HOUSE A SUCCESS!

Approximately 1600 employees and their guests attended the February 26, 1983 Open House.

A special note of thanks to everyone who helped make the event a great success.

Steering Committee members included:

Diana Hill-Otton, Chairperson
Susan Greenwald, Towers
Ray Spraggins, Reynolds
John Hartog, McGaw
Bob Mason, Red Hill
Garry Lapides, Security
Richard Flores, Facilities

Many other individuals participated in the preparation and orchestration of the days events. All supervisory and management staff put forth an extra effort to make the day a success by serving as tour guides and information sources.

"WORKING AT MICRODATA" Benefits Book Update

Recently sent to the home of all employees were two new sections and page updates for your "Working at Microdata" benefits handbook.

The Employee Handbook (yellow) and Retirement Plan (green) sections are new. You are encouraged to carefully read these sections.

The new pages for sections already in your handbook reflect previously announced changes. They should be exchanged with the proper page numbers in your book according to the color code.

Your benefits book has been designed to provide an easy reference and complete summary of your Microdata benefits.

If you have any questions call Donna Liske, Benefits Administrator on extension 7784.

WELCOME TO MICRODATA

NAME	POSITION
David Draman	Sr. Customer Service Product Specialist
Dianne Jester	General Clerk II
Sharon Thompson	Compensation Analyst
Katsuko Moyer	E/M Assembler
Cheryl Martin	General Clerk
Barry Issberner	Training Specialist
My Bui	Sr. Systems Technician
Jill Rosenblatt	General Clerk

"WINNING TEAM" SPOTLIGHT

Beginning March 14, 1983, the "Bits & Bytes" will spotlight "Winning Teams" at Microdata. Your "Winning Team" can be included in the weekly spotlight. Here's how:

Submit to the Editor at Mail Stop T-205 a brief description (50 words or less) of the team you would like to see spotlighted. Include those elements that distinguish the group as a "Winning Team".

Photos will be taken and included in the spotlight. All Microdata employees are encouraged to participate.

TRADING POST

FOR SALE: 54" solid S roll top desk. \$1300.00 new. Will sell for best offer over \$500.00. Call 556-9154 after 5 p.m.

FOR SALE: 1965 25 ft. Coronado (Westco) sailboat with 7.5 h.p. Evinrude, marine radio, bow stern pulpits - complete for ocean cruising. \$6700.00. Call Dick at 552-0492.

FOR SALE: 1982 Minolta XL-sound 84 movie camera with 8:1 zoom lens, filter. Luggage style foam padded case. Elmo sound super 8 projector. Still under warranty. Super condition, both \$450.00. Call 685-8515.

