

Monsanto

FROM (NAME & LOCATION)

DATE : March 26, 1968

SUBJECT : Asst. General Manager's Visit

REFERENCE :

TO : C. K. Eastman
A. J. Koenig
J. C. Landwehr
A. E. Leisy
H. L. Phillips
T. D. Tucker
H. L. Williams

You will notice on the proposed agenda for Howard Minckler's visit that the first two hours on Tuesday morning, April 2, I scheduled a general review session.

Will each of you be prepared to talk for 10-15 minutes about your particular areas of responsibility with emphasis on changes since Howard's last visit (April 1967). You may wish to consider these areas:

1. People - new personnel, new organization, problems in manning, utilization improvements
still need 3 experienced people in P&ID
2. Facilities - e.g., emphasis in cell house, new dispensary, warehouse, etc.
Need TSD lab equipment
3. Plans - e.g., communication, safety, stores inventory, (MIP's, utilities, etc.)
(PIP) cost improvement
4. Costs - yield improvements, labor savings, overtime experience, etc.
1967 actual 1968 comparison
5. Innovations

Examples: Complete Supervision, New TSD Org, New Archer/Biochem Eng, Perac Column/Tur-line for facts, Biopharm expansion, Archer expansion & house

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