



# The Monday Memo

## Eastern New Mexico University

The weekly newsletter of Eastern New Mexico University is published by University Relations. Material deadline is 12 noon, Thursday for the following Monday issue. Direct information to Candace Baros, **The Monday Memo** Editor, Station 6, Administration Building, Ext. 2131

## Monday, July 24, 2000

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### Notices

**MONDAY MEMO DEADLINE** - The deadline for submissions to the *Monday Memo* is noon on the Thursday prior to the Monday publication. Submissions may be sent via e mail: Candace.Baros@enmu.edu or faxed to 562-2256. **E mail is preferable.** For further information, please call ext. 2131.

**EFFECTIVE AUGUST 7<sup>TH</sup> YOU WILL NEED TO DIAL '6' TO PLACE AN OFF CAMPUS CALL** - On August 7, 2000, the "dial out" number will be changed to '6'. As of that date, rather than dialing "9 + phone number" to reach someone outside the University, you will dial "6 + phone number". Historically, the Eastern New Mexico University telephone system has used the digit '9' to secure an outside (off campus) telephone line. Due to the recent upgrade in the University 911 emergency system, using '9' of dial-out is no longer practical. This change applies to all off campus calls including long distance. Also, please remember to change all telephone speed-dial numbers and fax machines to reflect this change. Thank you for your cooperation in making this smooth transition. If you have any questions about the change or problems with making the transition, call ext. 4357 and a Telecom support member will assist you. Thank you!

**BUSINESS OFFICE TIP** - Please **type** the requestor name on all issue po requisitions. Purchasing must be able to read the requestor's name in order to issue any po.

**MONDAY MEMO SUMMER SCHEDULE** - The *Monday Memo* dates of publication are: July 24, August 7, and the regular schedule will resume on August 14. If you have items that need to be submitted or attached for a dated event please be aware of the dates of publication.

**CLEARANCE TO BEGIN WORK** - All new employees (faculty, professionals, support staff, student hires, work study

students, and GA's) must report to Personnel Services before starting to work to complete I-9 and Drug Free Work-place forms. New employees will not be paid until these forms are completed. Employees must present identification required by the Immigration and Naturalization Service when completing these forms, i.e., drivers license AND social security card or birth certificate. Please contact Personnel Services if you have any questions.

**ATTACHMENTS TO THE MONDAY MEMO** - Individuals desiring to provide attachments to the *Monday Memo* (limited to 8 ½ " x 11" paper) must obtain approval of the editor well advance of the desired publication date. The individual or department is responsible for the duplication of the original material by submitting a duplicating request to University Printing by 1 p.m. on the previous Thursday of the desired publication date. The request must note that the material is intended for an attachment to the *Monday Memo* and include appropriate budget number.

**THE COUNSELING CENTER HAS RELOCATED** - The Counseling Center is now located in the Student Academic Services (SAS) Building on the second floor, Room 214. They have merged offices with Career Services and their new name is Counseling & Career Services. Their Professional Staff consist of: Ty Walker MA, LPCC, Director/Counselor; Stephen Koutrelakos MA, LPC, Counselor; and Bonney Knobel MA, Intern/Counselor. They will be available for appointments starting July 24<sup>th</sup>. To make an appointment, please call 562-2440 or 562-2441.

**UNIVERSITY COUNCIL** - University Council will not meet during the months of June and July. The next scheduled meeting will take place August 28<sup>th</sup> at 3:10 p.m. in the Regents Room.

**DIABETIC EDUCATION WORKSHOP** - The Diabetic Education Alliance of Curry and Roosevelt counties will hold a Diabetic Education Workshop in Por-

tales, on Thursday, July 27, 2000 at 6:30 p.m. in the Art Room of the Memorial Building and the same workshop will be held in Clovis on Thursday, July 27, 2000 at 1:30 p.m. in the Clovis Carver Library Ingram Room. For questions and information call 356-4417.

**HELLO WORLD HAS RETIRED** - Hello World is no longer in Business, they have retired. Please contact Holiday Travel in Portales at 356-1950 or in Clovis at 762-3721 when booking flights.

**ITEM ANALYSIS FORMS** - Item Analysis forms are available at Media Services. Call ext. 2776 or come by Media Services to pick up blank forms. The Scantron machine with which to use these forms is located in the Activity Center in the Golden Library.

**SCHOLARSHIP OFFICE** - Effective July 1, 2000, management of scholarships transferred to the Student Financial Aid Office. All scholarships should be sent to the Student Financial Aid Office at Station #20. Dorothy Bulls is the contact person in the Financial Aid Office at 562-2194.

**EMOTIONS ANONYMOUS** - Do you feel depressed, have anxiety, unable to sleep, experience mood swings, angry or feel guilty? EA may be helpful at this point in your life. You will find that members have experienced the same feelings and you are not alone. We believe EA can work for anyone who wants a change. We meet every Thursday at 7:30 p.m. at Westminster Presbyterian Church at 3112 Thornton. For more information call 763-4355 or 763-6015.

**GRADUATE ASSISTANTSHIP AVAILABLE** - A Graduate Assistantship position is available for the Fall 2000 in Education with the Child Development Center. This is a teaching assistantship. For further information contact Pat Gallegos in ED 103 or call Dr. Francine Stuckey at ext 2482.

**MARTIAL ARTS** - Interested in learning self-defense and karate? The ENMU Martial Arts Club is open to faculty and staff, as well as students. For more information call Phillip Million, 562-2158, or come by University Annex #108.

**CAFÉ DOWN UNDER SUMMER HOURS** - The Café Down Under Summer hours will be 8 a.m. to 2 p.m.

**RECREATION HOURS** - Summer hours for June 5 - July 31 are: Monday - Friday, 6 a.m. to 10 a.m.; Monday - Thursday, 12 p.m. to 6 p.m.; and Friday, 12 p.m. to 5 pm. In between spring and summer session (May 15 - June 2) and summer and fall session (July 31 - August 25) hours will be Monday - Thursday, 12 p.m. to 2 p.m., 4 p.m. to 6 p.m. and Friday, 4 p.m. to 5 p.m. **Natatorium Hours:** Lap swim: Monday - Friday, 12 p.m. to 1 p.m.; Monday to Thursday, 5 p.m. to 7 p.m.; and Saturday, 11 a.m. to 1 p.m. Open Recreation Hours: Monday - Thursday, 7 p.m. to 8:45 p.m. Schedule is subject to change. Parties and reservations have priority.

**EXTENDED LEARNING NON-CREDIT COURSE OFFERINGS** - The following is a list of **non-credit** course offerings  
**Kids' College** - various activities including computers, swimming, and lunch in the park provided by the City of Portales for ages 5-12 years, 8:00am-5:00pm, June 5-July 28, JWLA. The fee is \$55 per week. No class Tuesday, July 4th.

**Aqua Aerobics** - Seven one-week rotations at the Natatorium, 9:00-9:50am with **Alisha Conner** #7-July 24-28. The fee is \$20 per rotation prepaid or \$5 drop-in.

**Yoga** - with **Lorelei Taylor**, Tuesday, 7:15-8:30pm and/or Thursdays, 6:00-7:15pm, June 6-August 1, GA-11. The fee is \$5 per class when prepaid by the month or \$6 drop-in. Please bring mat and blanket.

**Hardanger in a Hurry** - with **Victoria Garrett**, Cozy Cottage Cross Stitch Shoppe, 119 S. Main, either Tuesday July 25, or Thursday, July 27, 6:30-9:30pm. The fee is \$7 plus a kit fee of \$15 which includes a reference book and threads for future projects.

## Personnel News Briefs

**Dr. Michael F. Shaughnessy** and **Dr. Kathy Peca** have had a paper accepted for publication in the International Journal of Theory and Research in Education.

**Dr. J. Vitelio Contreras** from the department of Modern Languages and **Geni Flores** from the dept. of Bilingual

/ Multicultural Education served as co-directors and coordinators for the first total immersion institute in Spanish for bilingual teachers from July 9 - July 16. Its purpose was to prepare bilingual teachers to pass the state competency exam in Spanish for certification. Assistant instructors were **Ms. Antonia Sáñez** and **Ms. Leticia Martínez**. The institute was attended by 22 bilingual teachers from a variety of areas throughout New Mexico. The students lived on campus for the week, were only allowed to speak Spanish, attended class and cultural activities from 7:15 AM to 9:45 PM daily and received six credit hours. Evaluations suggested that the program was a great success with the students gaining tremendous knowledge in the Spanish language and excellent preparation for taking the state required exam. It is expected that this institute will be repeated annually.

**Carolyn Edwards**, director of publications, and **Wendel Sloan**, director of marketing and media relations, won several awards in a recent competition sponsored by the Southern New Mexico Press Club. Carolyn won Awards of Merit in the "Trademark/Logo" and "Invitation" categories for the 1999 ENMU Homecoming Brochure. Wendel won an Award of Merit in the "Best Column" category for three columns he wrote for the *Clovis News Journal*. Carolyn and Wendel shared an Award of Merit in the "One- to Three-Color Magazine" category for *Eastern Magazine*. The Southern New Mexico Press Club includes most of eastern and southern New Mexico, as well as West Texas south to El Paso.

## Employment

**ENMU-Portales Campus employment opportunities.** Apply at University Personnel Services, Administration building, Rm. 207. Call ext. 2115 for more information. For professional positions submit a letter of interest, resume and names and phone numbers of three references. For support positions, obtain application forms from University Personnel Services. Current job openings are posted on the Job Line at ext. 2411.

### Portales

#### PROFESSIONAL POSITIONS

**POSITION: ASSOCIATE DIRECTOR, PHYSICAL PLANT/PROJECT DIRECTOR.** Location: Physical Plant, Base Salary: Commensurate With Education And Experience, Deadline Date: August 17, 2000, Date Available: As Soon As Possible.

#### SUPPORT POSITIONS

**POSITION: DEPARTMENT/DIVISION SECRETARY.** Location: Bilingual Education, Base Salary: \$6,874.50 (Half-Time), Deadline Date: August 2, 2000, Date Available: As Soon As Possible.

## Classified Ads

**FOR SALE** - Totally remodeled, unique 2 story house, 4 bedroom, 2 bath, on corner lot, close to schools, upstairs deck and office, total electric, 2 heat pumps, refrigerated air, 2380 sq. ft., \$90,000. call 359-0182 or 760-9158.

**FOR SALE** - 5 -bedroom house with Mother-in-law quarters, 3 full bathrooms, 2 living room areas, 2 kitchens, sunroom, formal dining room, laundry room, 2 car garage, fireplace, pantry, automatic sprinkler system, ceiling fans in every room, landscaped back yard and great neighbors. Located at 3713 Linkwood Lane and the selling price is \$127K. Call Alicia at 762-0050 or 742-1257.

**FOR SALE** - 3 -bedroom, 2 ½ bath house in Western Skies, approximately 2300 sq. ft. Large sunroom, formal dining room, fireplace, double car garage, all electric, sprinkler system, fenced in yard on corner lot. Ready to move in, priced to sell, call 356-5092.

**FOR SALE** - 4 -bedroom, all brick home in Yucca Heights. 2&3/4 bath, automatic sprinkler system. 2 car garage, central air (heat pump), fireplace, saltillo tile floor in entrance and kitchen, large utility room, dining room, living room and den. Call 356-4717 for more information.

**FOR SALE** - 3 -bedroom, 2 bath home. Living room with fireplace, den and dining area. Nice floor plan. Outdoor sprinkler system, 1 car garage. Brick, storm windows, and fresh paint. Owner financed. Call 273-4396.

**FOR SALE** - 2800 square foot house. 4 -bedroom, 3 baths; sunroom; southwestern accents-Salttillo tile; Talavera tile in kitchen; wet bar and fire place in living room; beautiful, mature landscaping; quiet neighborhood. Listed at \$99,000. Call 356-8369.

**FOR SALE** - Partially furnished, spacious Portales home on corner lot. Two master bedrooms, two offices, two and one-half baths, attic, detached garage, basement, library and tiny loft bedroom in attic, 2300 sq. ft. Comes with washer, dryer, freezer, microwave, dishwasher and some furniture. Open kitchen-dining area. Ideal for entertaining. Two

patios, many apricot trees, small herb garden, lilac hedge. Molting dragon in the backyard. \$45,000. Call 623-5930 for an appointment.

**FOR SALE** - Close To Town & Room For Horses Too! 1668 S Roosevelt Rd 3, Portales. This charming 3 bedroom home on an acre offers amenities not readily available in this price range. You can treat your family to central heating and air conditioning, updated carpeting, woodstove, metal roof, 30X30 barn with two stalls, tack room, pipe fenced runs, storage shed, chain link dog run, ½ acre fenced turnout/arena, lots of trees and much more. Located 1 mile N. of Wal-Mart between Hwy 70 & 467. Property has well water, newer septic tank, caliche driveway, lots of pipe fence and covered parking. \$49,900. \$2,500 down and formally assume VA loan with release at 8% with payments of \$420 PITI. Call (505) 356-6261 or (505) 749-2707.

**FOR SALE** - In Western Skies, 3 - bedroom, 1.75 bath, large open living area with fireplace, new ceramic tile in entryway and kitchen, total electric. Like new. 2105 W. Aspen. \$85,000. Call 359-1593 or 356-6601 and ask for Sandra.

**FOR SALE** - 4 -bedroom, 2.5 bath, 2800sq. ft. Lush lawn and garden. Storage galore! Home recently updated and in move in condition. Drive by 1112 Libra Dr. Brochure available. Call Michael for appointment, 562-2511, 359-3390 or 760-8601.

**FOR SALE** - Porsche 924. \$1500 OBO. Call 356-6533.

**FOR SALE** - Buick Riviera Designer Series, excellent condition fully loaded. \$3200 OBO. Call 562-3832.

**FOR SALE** - Fender Strat guitar with 50 watt amp. Call Lesli at 359-2247.

**FOR SALE** - Aquarium, Oceanic Systems 75 gallon tank with wooden stand, cover, lights, filters, and many accessories. Will accept any reasonable offer. Moving. Contact Michael at ext. 4094 or 359-3390.

**FOR SALE** - One pair of Ray-Ban sunglasses for women in very good condition. It comes with the case and the box. Asking \$30. Call 562-4914.

**FOR SALE** - 6 foot Rubbermaid truck box for full size pickup. Single locking lid with keys, \$75. Call 359-0028 after 5 p.m.

**FOR SALE** -Murray 5-speed ATB bicycle \$30, GE Post scrubber 900 built in dishwasher - 3 years old \$250 obo, Digital Series 500 Color Printer with additional ink - \$75, SL 460 Smith-Corona Typewriter -needs to be cleaned - \$50 obo, One set of solid wooden bunk beds - frames no mattresses - \$200 obo. Please call 356-6941 after 5:30 pm for more information.

**FOR SALE** - Fast Tracker II exercise machine, like new. Gave \$375 will sell for \$175. Call 359-2060 before 5 p.m.

**FOR SALE** -Down draft evaporative cooler with 2 speed motor \$50. 19" color TV, not cable ready \$30. Contact 356-4823 after 5:00 p.m. or leave a message.

**FOR RENT** - 3 -bedroom, partly furnished has refrigerator, stove, washer and dryer. More information call 749-3474 or 505-482-3268.

**FOR RENT** -Large 4 -bedroom, 2 bath with washer and dryer and fenced back yard. \$600 a month plus deposit. Call 359-1948.

**FOR RENT** - Recently remodeled one bedroom duplex and small one bedroom house, unfurnished, stove and refrigerator provided. Carpeted, central air and heat. \$210 plus bills. 324 S. Abilene. 359-0660 or 359-0888.

**PRESCHOOL** - Portales Presbyterian Preschool, Early Childhood Education has openings for Tuesday and Thursday mornings 8:30-11:30 a.m. \$50 a month, ½ tuition for student mothers. Close to campus at First Presbyterian Church, 1st and Ave. F. Call 356-5533 or 356-6979 for more information.

**WEEKEND WORK** - Light yard work and painting - \$6.50/hour. Call 276-8518.

**YARDWORK** - Need someone to do yardwork? For more information call Steve at 359-3028, or 760-8886.

**HANDYMAN** - Older, experienced ENMU student seeks home-repair jobs. Plumbing, electrical, carpentry, painting, labor, etc. [Richard.stewart@enmu.edu](mailto:Richard.stewart@enmu.edu) or call 356-2369.

**PRESCHOOL/CHILDCARE** - Nanna's House Preschool & Childcare Center has full time and half-day openings for children ages 2 - 5. Structured Early Childhood Program with the Warmth of Home. Visit us at 710 South Abilene or call 356-0541 or 276-8241 for more

information or references. Director - Teresa Wood-Sanders, Certified Teacher.

**MECHANIC** - Providing service on Toyotas and other imports. 13-year experience. Call Tim at 356-0716.

**BABYSITTER** - Available to care for your child or children in her home. State certified, available evenings and weekends. Call Courtenay at 356-3684.

**BABYSITTER** - Available to take care of children Thursday thru Sunday. Call Monica at 562-3172.

**HOUSEWORK AND IRONING** -Looking to do housework and ironing at home. Call Carmen at 359-0977, will be home after 4:00 p.m.

**PIANO TUNING AND RESTORATION** - For piano tuning and restoration call 356-8068.

**PHOTOGRAPHER** - Experienced, affordable photographer will go on location for weddings, anniversaries, reunions, and more. Call Lesli at 359-2247.

**LOOKING FOR A BEST FRIEND?** - Well, we have her! She's a red-boned hound dog who needs a loving home with people who will play will love and adore her. She is great with other dogs and kids. She is about a year old. If interested please call Nicole at 359-1852.

**FREE PUPPIES** - Two 8 week old Collie mix female puppies. Cute, sweet and lovable. Will be medium size dogs. Call 356-4560 after 5 p.m. or leave a message anytime.

## Authorized Absences

For authorized absences to appear in *The Monday Memo*, departments must obtain absence forms from the Office of Student Affairs (SAS, Room 194). After completion and return of the forms to Student Affairs, a copy is directed to *The Monday Memo* for publication.

Eastern New Mexico University is an affirmative action and equal opportunity employer. The University does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs, activities, or employment. Persons seeking additional information about the University's nondiscrimination policy should contact the Director of Human Relations/Affirmative Action Officer, ENMU, Station #2, Portales, NM 88130.



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