



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, August 21, 2000

Vol. 53, No. 5

Meetings

University Council

Monday, August 28, 2000

3:10 p.m.

Regents Room

Notices

MONDAYMEMODEADLINE - 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.

PORTALES CAMPUS FALL BREAK-FAST

- The annual faculty/staff Fall Breakfast is scheduled for Friday, August 25, 2000, 8 a.m. to 10 a.m. It will be served in the Ballroom of the Campus Union Building. Early Birds will be served beginning at 7:30 a.m. All ENMU employees are invited to attend. Breakfast choices will include eggs, bacon, sausage, hash browns, biscuits, and cream gravy. A lighter fare of fruit, cereals and breakfast breads will also be available. The program will include introductions of new faculty and staff as well as informational updates from President Frost and the Administration.

ANNUAL PRESIDENT'S PICNIC

- President Everett and Dr. Janet Frost cordially invite all University employees, emeritus faculty, retired employees and their spouses/guests to the Annual President's Picnic. The picnic will be held on Saturday, September 9, 2000, 6:30 p.m. in the backyard of the President's home at 1600 W. Cherry Street. The menu will include hamburgers, veggie burgers, hot dogs, sausages, salads and all the fixings. In case of bad weather, we will move to the Ballroom in the Campus Union Building.

AUCTION FOR HOSPITAL

- The Chamber of Commerce is sponsoring an auction on September 16th to help raise money for the new Roosevelt General Hospital. It will be held in the old Alco

Building at 301 W. First Street. Items may be viewed at 9:00 a.m. with bidding starting at 10:00 a.m. So what does this mean to you? Two things — you can clear out the garage by donating that sofa that has been stored there for the past 4 months, or find a new home for that lovely string of pearls that Aunt Ida left you and you've never worn, or you can lighten the load in your wallet by donating cash. You don't even have to deliver it, we'll pick it up. Just call one of the ENMU Auction Coordinators, Sharon King, ext. 2124 or Claudia Crowell, ext. 2131. The second thing you can do is to attend the auction and buy, buy, buy!

EFFECTIVE AUGUST 7TH DIAL '6' TO PLACE AN OFF CAMPUS CALL

- On August 7, 2000, the "dial out" number 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. Please remember that the emergency number is still 9-1-1, the number change did not affect this number. Thank you!

DEFENSIVE DRIVING COURSE

- The Defensive Driving Course will be offered September 11th & 12th or September 13th & 14th in the College of Business 109 beginning at 6 p.m. All university employees or students who will be driving or who expect to be driving a university vehicle will need to take the class both

days. All persons wishing to attend this class must pre-register with the University Police Department at West 3rd & South Avenue K by September 10, 2000. This class is offered free to university employees and students. A charge of ten dollars (\$10.00), to cover the cost of the manual is required for others who may wish to take the course.

VEHICLE REGISTRATION

- The University Police Department would like to remind all faculty and staff that all vehicles must be registered with the University Police Department if they are to be parked on university property. Vehicle registration will expire each year on August 31, and a new registration form must be completed for parking privileges on university property. The registration form and decal will be available at the Fall 2000 Breakfast and also at the Campus Police. The deadline for vehicle registration will be September 30, 2000.

WORKSTUDY AND FINANCIAL AID INFORMATION

- Financial Aid would like to remind all departments of the importance of providing complete and accurate departmental information when hiring work-study employees. This information must be entered in the "Employer Section" of the College Work-Study Confirmation Sheet before it is returned to the Financial Aid Office. If the "Employer Section" of the College Work-Study Confirmation Sheet is not complete, the hiring process will not be complete and the confirmation sheet may not be processed. Departments can determine a student's Federal or State position status by referring to the "ACCOUNT #" in the Financial Aid Section of the College Work-Study Confirmation Sheet where Federal Work-Study is represented by 61019 and State Work-Study is represented by 61016. Departments should refer to the Banner conversion documentation provided by the Accounting and Payroll Departments for correct index numbers and positions numbers. Questions related to correct index codes should be emailed to the ENMU Business Office and questions related to correct position

numbers should be emailed to Tori Bruton in the ENMU Personnel Office.

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS - The ENMU chapter of AAUP cordially invites faculty to become members. As the nation's foremost defender of tenure and academic freedom, AAUP seeks to preserve the integrity and values of the academic profession, including those of due process. For inquiries, please contact Richard Willen, ext. #2504.

8TH ANNUAL ICE CREAM SOCIAL - The College of Business will sponsor FREE Ice Cream Sundaes on Wednesday, August 30th from 3 p.m. to 4:30 p.m. in the COB foyer. For those that are health conscious, fat free yogurt will be available. Everyone is invited to join us in getting the 2000-2001 academic year off to a great start.

NEW PERSONNEL ACTION NOTICE FORMS, EFFECTIVE IMMEDIATELY - All department will need to begin using the new Personnel Action Notice (PAN). Please discard any old forms. If you have any questions or need additional forms, please call University Personnel Services at ext. 2115.

GOLDEN LIBRARY NOW OFFERS ELECTRONIC DOCUMENT DELIVERY - Golden Library's Interlibrary Loan (ILL) Department now offers electronic document delivery (EDD) directly to users' desktops! Requested ILL articles under 12 pages in length can be delivered electronically and retrieved via an ENMU email account. You may select the EDD option when you place an ILL request. For further details, please contact Michele Wood at the library, at x2644.

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. To make an appointment, please call 562-2440 or 562-2441.

MASTER OF PHYSICAL EDUCATION - Written comprehensive examinations in the Department of Health and Physical Education will be completed according to the following schedule: August 28, Max Wade Frazee; September 6, Raymond Santiago. For more information call ext. 4344.

OPEN HOUSE - The Golden Library Staff

will host an Open House, August 29, 2000 at 3 p.m. to 5 p.m. Refreshments will be served in the Media Service area.

WOMEN'S SOCCER - The Women's Soccer Club begins practice. Come to the Fall meeting for details. All skill levels are welcome. Wednesday, September 6, 2000 at 7:30 p.m. in the Sandia Room, CUB. For information call Coach Carlos Yllescas at 356-9058 or email Carlos.Yllescas@enmu.edu

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 ASSISTANTSHIPS - The Department of Languages and Literature is looking for Graduate Assistants to begin Fall, 2000. Preference will be given to graduate students in English, however, consideration will be given to candidates outside of the department. Interested candidates should contact the department Chair, Mary Ayala, @ 2423 or the graduate director, Jerry Spotswood, @ 2138.

GUEST SPEAKER - Michael J. Long will hold a Lecture on August 31, 2000 from 7 p.m. to 9 p.m. in JWLA 112. His work "New Mexico Landscapes" is being shown in the Runnels Gallery through September 3, 2000. A reception will be held in the Runnels Gallery on September 1, 2000 from 4 p.m. to 6 p.m.

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

1) **Tumbling** - for ages 5-20 years with **Kara Wilson-Allen, BSE**. Pick your choice of four levels offered: **Introductory, Level I, Level II or Technical**, Racquetball Court #3, GA beginning Mondays or Wednesdays, August 28 and September 6. Fees vary according to levels. Call Extended Learning at 562-2165 for additional information and specific times.

2) **Writing Cowboy Poetry** - for ages 12 years through adult with local published author, **Bob Bird**, meeting six weeks on Wednesdays, 7:00-8:00pm, August 30-October 4, ED-118. The fee is \$50.00.

3) **Phlebotomy Technique Certificate Program** - with **Mike Blakenship, CMT**. This 12-week program, meeting Thursdays, 5:00-9:00pm, August 31-November 16, JWLA-119, can help qualify you for employment and after one year makes you eligible to take the ASCP exam under sponsorship of your employer. Proof of Immunizations and liability insurance are required. A textbook available at the ENMU Bookstore is also required with a second textbook optional. The fee is \$275.00.

4) **We Make Music for Preschoolers** - with **Nancy Jones, M.M., M.Ed.**, offers two eight-week classes for two different age levels, Tuesdays for 3-4 year olds, September 5-October 24, and Thursdays for 5-6 year olds, September 7-October 26, GA-11, 5:00-5:50pm. The cost is \$40.00.

5) **Ballet/Tap, Ballet, Jazz & Pointe** - with **Summer Lasiter**, senior dance major at ENMU. Classes will be grouped by the following ages: 3, 4-5, 6, 7-9 and 10+ years and will be limited to 10, 15 or 20 students depending on age level. All classes require leotards and tights of any color as well as appropriate shoes. The fee for each of these 13-week classes is \$52 except for pointe which requires a concurrent enrollment in Ballet: Ages 10+ and has a fee of \$75 and includes both classes. Please call Extended Learning at 562-2165 for dates and times.

6) **Tole Painting** - for ages 15 years through adult with **Janice Lee**, Uniquely Toled. Make a "seasonal welcome" set featuring pumpkin and snowman in this six-week class meeting Wednesdays, 6:00-8:00pm, September 6-October 18 (no class October 11), FCS-99, for a fee of

\$24.00 and a materials fee of \$12 payable to the instructor. You need to bring your own brushes, water bowl and paper towels and if you don't have your brushes, please call Janice at 478-2303 one week prior so she can order them for you for approximately \$15.

7) **Basic Photography** - for ages 18 years through adult with professional photographer, **William Johnson**, Saturday, 9:00am-12:00pm, September 9, COB-137. Bring your own camera and film. The fee is \$15.00.

8) **Aqua Aerobics** - join **Alisha Conner**, Red Cross Certified Instructor, for all ten of these Monday & Wednesday, 3:00-3:50pm rotations beginning September 11 & 13 and ending November 13 & 15 at the Natatorium. Each rotation is only \$8.00 or receive a discount by prepaying all ten for only \$75.00.

9) **Computers-Unravel the Mystery** - with **Richard Bradfute**, Distance Education Supervisor, ENMU, Monday, September 11, 6:00-8:30pm, UCC-107. The fee is \$30.00.

10) **Bargello Quilting** - with **Judy Matthews**, Patchwork House, Clovis, meeting four weeks, Mondays, 6:30-8:30pm, September 11-October 2, FCS-100 allows you to make your choice of wall hanging, full or queen-size quilt. Please bring rotary cutter, ruler, pins, fabric scissors, neutral thread and fabric. A supply list is available at Extended Learning or the Patchwork House. The fee is \$25.00.

11) **Home Cooking Made Easy** - Sample your fare and receive prize winning recipes with these four easy cooking classes offered by the mother/daughter team of **Mary and Nancy Jones**, Mondays, 6:30-8:30pm, FCS-98 as follows: Hors d'oeuvres-September 11, Meat/Vegetable Casseroles-September 18, Special Occasion Desserts-September 25 and Nut and Sweet Breads-October 2. Each class has a fee of only \$5.00 with an additional lab fee payable to instructor of only \$5.00 or enroll in all four and pay only \$15.00 registration with a \$20.00 lab fee!

12) **Big Band Swing** - for ages 12 years through adult with **Summer Lasiter**, ENMU senior dance major, who offers you two choices of classes for this six week class, Mondays 7:00-7:50pm, GA-11, beginning either September 11 or October 30. The fee is \$40.00 per person or \$60.00 per couple.

13) **Black & White Photography** - for ages 18 years through adult with professional photographer, **William Johnson**, Saturday, 9:00am-12:00pm, September 16, COB-137. Bring your own camera and film. The fee is \$15.00.

14) **Intro to the Internet** - with **Richard Bradfute**, Distance Education

Supervisor, ENMU, Monday, September 18, 6:00-8:30pm, UCC-107. The fee is \$30.00.

15) **Paralegal Certificate Course** - No prerequisites for this intensive six week Tuesday/Thursday evening (6:00-9:30pm) all day Saturday (9:00am-5:00pm) format beginning September 19 and ending October 28, ED-126. Students must pass six quizzes and successfully complete five legal document-writing assignments to receive a certificate. Five textbooks are required for approximately \$200.00. The fee is \$845.00.

16) **Debt Free & Prosperous Living and Spend Smart** - Learn to live debt-free and find the extra money you need with **Ben Swayze**, Back to Green Financial Freedom Seminars, Albuquerque. Both classes meet Saturday, September 23, COB-130, with DF&PL meeting 8:30-11:30am and Spend Smart meeting 1:30-4:30pm. Please bring a pocket calculator to each class and debt obligations to DF&PL only. Each class has a registration fee of only \$25.00 and an additional \$5.00 workbook payable to the instructor. A \$39 optional textbook is also available. Enroll in both classes and pay only \$45.00 in registration fees!

17) **Nature Photography** - for ages 18 years through adult with professional photographer, **William Johnson**, Saturday, 9:00am-12:00pm, September 23, COB-137. Bring your own camera and film. The fee is \$15.00.

Personnel News Briefs

Dr. Michael F. Shaughnessy and Mitja Sardoc of the Educational Research Institute of Ljubijana, Slovenia have had a paper accepted for publication in Philosophy and Policy Studies in Education.

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: FIELD/TUTOR COORDINATOR. LOCATION: Educational Talent Search. BASE SALARY: \$24,015. DEADLINE DATE: August 23, 2000. DATE AVAILABLE: As Soon As Possible

POSITION: RECREATIONAL SPORTS/NATORIUM/FACILITY COORDINATOR. LOCATION: Intercollegiate Athletics. BASE SALARY: Commensurate with Education and Experience. DEADLINE: Review of applications will begin August 14, 2000 and continue until the position is filled. DATE AVAILABLE: As Soon As Possible

POSITION: TELEPHONE SYSTEM SPECIALIST. LOCATION: Telecommunications. BASE SALARY: Commensurate with Education and Experience. DEADLINE: Review of applications will begin August 11, 2000 and continue until the position is filled. DATE AVAILABLE: As Soon As Possible.

POSITION: RESIDENCE HALL CLIENT SUPPORT SPECIALIST. LOCATION: Computer Services. BASE SALARY: Commensurate with Education and Experience. DEADLINE: Review of applications will begin August 11, 2000 and continue until the position is filled. DATE AVAILABLE: As Soon As Possible

SUPPORT POSITIONS

POSITION: GOUNDSKEEPER 1. LOCATION: Physical Plant. BASE SALARY: \$11,731. DEADLINE DATE: August 22, 2000. DATE AVAILABLE: As Soon As Possible

POSITION: TEMPORARY GOUNDKEEPERS. LOCATION: Physical Plant. BASE SALARY: \$5.64 per hour. DEADLINE DATE: August 23, 2000. DATE AVAILABLE: As Soon As Possible **POSITION: ADMISSIONS SPECIALIST 11.** LOCATION: Admissions. BASE SALARY: \$13,749. DEADLINE: September 1, 2000. DATE AVAILABLE: As Soon As Possible.

POSITION: ADMISSIONS SPECIALIST 11. LOCATION: Admissions. BASE SALARY: \$13,749. DEADLINE: September 1, 2000. DATE AVAILABLE: As Soon As Possible.

Classified Ads

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

FOR SALE - 3-bedroom, 2 1/2 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 – Clayton Mobile Home, 3 – bedroom, 2 bath, fireplace, heat pump, 16x80. \$3000 down, take over payments. Located at 1923 S. Roosevelt Rd. 8. Call 359-0612.

FOR SALE – 1998 Fleetwood Doublewide on 2 ½ acres, 3 –bedroom, 2 bath with central heat and air, hardboard siding and shingle roof and 14'x15' storage shed. Call 356-8445.

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 356-3674 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 OR LEASE – 3 –bedroom, 2 bath custom built house located in Western Skies, all electric, corner lot with sprinkler system and automatic double door garage. For more information or to make an appointment, call 505-359-0920.

FOR SALE – Recently remodeled 2700 square foot brick home. Two large bedrooms, 2 baths, large living and family room, fireplace, 16 x 30 storage shed, and fenced yard. \$89,000. Call 356-8311.

FOR SALE – 1994 GMC Jimmy, 4 –door 4x4. Call 356-5510.

FOR SALE – 1998 Cutlass Oldsmobile with CD & tape player, leather interior. Fully Loaded! Asking \$9500. Please call 356-4239 after 5 p.m. or leave a message.

FOR SALE – 1984 Chevy Citation, needs work on the engine. Make offer. Call 356-0309 and leave a message.

FOR SALE – 14' x 80' mobile home, \$9000 OBO, Winslow Airstriider, \$50 OBO, a long marble sink, \$50 OBO, and a cast iron tub, \$50 OBO. In Clovis call 683-5100 or in Portales 800-576-3427 and please leave a message.

FOR SALE – 1994, 16' x 70' mobile home, 3 –bedroom, 2 bath with all new carpet and central air and heat. Fenced yard with shed located at La Hacienda Trailer Park. Asking \$21,500 OBO. For more information or to a make an appointment to see, call 359-2647.

FOR SALE – Baby bed that converts to a toddler bed, full size bed, drawers, and bassinet. Call 359-0276.

FOR SALE – A very beautiful wedding dress and veil. Can be altered to fit size 5/6 – 9/10. Must see to appreciate. Contact 356-8745 after 5 p.m. or leave a message.

FOR SALE – Spayed female adult Rottweiler; friendly and loyal, but a good watchdog. Call Lance at 356-5058 in the evening.

FOR SALE – Century Breverra Classic Booster Car Seat (30-60 pounds, 35-50 inches), \$25, call 356-4338 and leave a message.

FOR SALE – Palm V handheld computer. Slightly used, excellent condition. \$200 OBO. Call 505-461-2716 and leave a message for Jay.

FOR SALE – Meade Telestar Telescope, \$300 OBO. Loft bead with attached desk, shelves, drawers, \$300. A table, \$40 and a child's suede jacket, size 10, \$15. Call Jenise at 356-9915.

FOR SALE – Rocks for ponds and decorative landscaping (sandstone, flat rock and large river rock). Great prices. Also monogramming in a variety of sizes and styles. Call 505-389-3370.

FOR SALE – Mid-size microwave, like new and in excellent condition. \$30. Call 763-0014 or 762-1410.

FOR SALE – Men's Ray Ban sunglasses with dark lenses, slight scratches, black frame \$30. Contact 356-4823 after 5 p.m. or leave a message.

FOR SALE – A 6' x 12' x 6' chain-link dog run for \$200 OBO. Call 356-6731.

FOR RENT – 1 –bedroom furnished house on spacious lot, 1 ½ blocks from ENMU at 1017 14th Lane. New shower, carpeted livingroom, paneled bedroom with walk-in closet. \$275 a month plus utilities and deposit. Call Richard at 892-8068 or 898-0880 in Albuquerque.

FOR RENT -3 bedroom mobile home, 2 full baths, \$350.00 a month and \$100.00 deposit. Call 356-3174 after 5:00 pm.

FOR RENT – 2 –bedroom stucco house with hardwood and linoleum floors, newer wall heaters, doors, windows, ceilings and fans. \$325 a month including utilities. References required. Call Presbyterian Campus Ministry at 356-5533.

FOR RENT – 1 –bedroom all electric apartment. Water paid. \$200 a month plus \$125 deposit. Call 359-0901.

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 – 2 –bedroom apartment with off street parking. Call 359-0231.

PRESCHOOL - Portales Presbyterian Preschool, Early Childhood Education has openings for Tuesday and Thursday mornings 8:30-11:30 a.m. and Monday, Wednesday, and Friday mornings. Close to campus at First Presbyterian Church, 1st and Ave. F. Call 356-5533 or 356-6979 for more information.

DRIVER NEEDED – Driver needed for the Cross Country Team for five out-of-town meets. Must qualify and complete Defensive Driving Course. If interested please contact Rosie Stallman at 562-2153 or come by Greyhound Arena Room 45.

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

MOWING – Mowing front and back yards, including alley, and trimming along fences; \$15 for small or average size lots; add \$5 for larger size lots, call Mike at 359-0250.

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.

CERTIFIED NURSE ASSISTANT – Full-time or part-time position to provide care for clients in the client's home. Must have one year of work experience as an Aide or must have successfully completed 75 hours of training with successful completion of a competency evaluation. Starts at \$9/hour. Apply

at Clovis Homecare, Inc., 1994 W. 21st, Clovis or call 769-2243.

YOUTH DIRECTOR POSITION – Full-time/part-time Christian Program and/or Youth Director position open. Christian Education experience preferred. Send letter of application and resume to: First United Methodist Church, PO Box 419, Portales, NM 88130. For more information call 356-8597 or email: funcportales@yucca.net. Deadline for applying is August 30, 2000.

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

CLEANING SERVICES – Reasonable rates. For information call Marilyn at 356-5810.

NEED EXTRA MONEY – Football and Basketball Officials needed, men or women. Contact Ramon at 356-4823 after 5 p.m. or leave a message.

LOOKING FOR ROOMATES OR RENTERS – Large 3 -bedroom, possible 4 - bedroom, 2 ½ bath house. \$600 a month with all bills paid or \$200 each. 1331 S. Ave. I Apt. #1. Call 356-5324 or 749-6799 and ask for Joe.

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

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.