



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, January 8, 2001

Vol. 53, No. 22

Meetings

ITV Faculty Meeting

Friday, January 12, 2001
3 p.m.
JWLA 201

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.

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 1/2 " 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.

POSTAL RATE INCREASE - The United States Postal Service has new rates effective on January 7, 2001. Here is a listing of the rates for the more utilized postage/services.

First class letter stamp -	.34
Each additional ounce -	.21

Money order fee -	.75
Priority minimum -	\$3.50
Express minimum -	\$12.25
Registered fee -	\$ 7.25
Book of 10 First class stamps -	\$ 3.40
Book of 20 First class stamps -	\$ 6.80

The University Post Office has .01 stamps available. Please notify the University Post Office if you have any questions. Thank you.

CHANGE OF HOURS - During the Semester and holiday break the Toy Library will not be open during evenings on Tuesday, as it is normally. Our hours are Monday through Friday 8-5pm. We encourage you to stop by for a visit. You never know what items you'll see. We are in the Education Building Room 127.

MYSTERY THEATER DINNER SET - The Roosevelt County Literacy Council announces its 5th Annual Dinner Theater on Saturday, January 27th. Join us to help a good cause with a great dinner and performance of "The Mystery of the Missing Alien." For your \$15 ticket (\$8 is tax-deductible), you can finally solve the mystery of the "Roswell Incident" while you help the cause of literacy in Roosevelt County. For tickets, reservations, and information, contact the Literacy Council office at 356-8500 or Patrice Caldwell at 356-6591.

CAMPUS BOOKSTORE SALE - January clearance sale at the ENMU Bookstore. 40% off all trade books marked with sale tags, this sale also includes children's Christmas books. Also, want to start the New Year out right and follow up on those New Years resolutions? Watch out for a shipment of Health & Fitness books arriving this month all at a 30% discount.

RECYCLE USED LASER AND COPIER CARTRIDGES - Just a reminder to recycle your used laser and copier cartridges. Please keep all packing materials with your cartridge(s) so Central Receiving will be able to recycle the cartridges. To have used cartridges picked up please send an e-mail to Fabian.Lopez@enmu.edu

SMITHSONIAN INSTITUTION - Smithsonian Institution Fellowship Program 2001 has fellowships avail-

able for 2001. The deadline to apply is January 15, 2001. For applications material: on the Web: www.si.edu/research+study or send e-mail: siofg@ofg.si.edu (Please include mailing address for requested materials.)

EXTENDING THE REACH - The NEH has faculty research grants available which may result in furthering the educational missions of the institution by enriching the humanities content of classroom teaching. For more information and grant packages, please contact the Grant & Contract Management Office at ext. 2677 or come by Quay Hall room 115.

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.

TOASTMASTERS - Increase self-confidence and polish presentation skills in a very positive, non-threatening atmosphere by joining Toastmasters. Meetings are held every Wednesday mornings at El Rancho Restaurant, 6:30 a.m. for breakfast and 6:45 a.m. the meeting begins. For information, call SueB at 359-1238.

THE NATIONAL RESEARCH COUNCIL HAS POSTDOCTORAL AND SENIOR RESEARCH ASSOCIATESHIP PROGRAMS FOR 2001 - Application materials and additional information regarding the programs, laboratories and their locations, and areas of research can be found on their Website at <http://national-academics.org/rap>. You may also call the Grant & Contract Management office at ext. 2677 or come by Quay Hall room 115.

ALUMNI RECEPTION - The Eastern Alumni Association will host the 22nd Annual Alumni Winter Weekend and Social at the Inn of the Mountain

Gods in Ruidoso, February 2-4. The Alumni Social will be February 3 at 6:00 p.m. in Parlor A202. All alumni, friends, faculty and staff are invited to this special reception held in conjunction with the Alumni Board of Directors' workshop and winter meeting. The Inn offers a special room rate of \$60 plus tax to individuals who identify themselves as members of the "ENMU Alumni Group" prior to January 8, 2001. The number to call for reservations is 505-257-5141. For additional information, please contact the Alumni Office at ext. 2125.

EXTENDED LEARNING NON-CREDIT COURSE OFFERINGS - The following is a list of **non-credit** course offerings

Fly Tying - eight-week class with **Vance Dewbre** meeting Tuesdays, 6:30-9:00pm, January 16-March 6, COB-138. Materials to be purchased under instructor's direction. The fee is \$35.00.

1) **Ballet/Tap/Jazz/Pointe** - for ages 3 to 10+ years with **Summer Lasiter** beginning January 22 through ending recital in the University Theatre on May 5. The charge for each 14-week class is only \$56.00 except for a concurrent enrollment in 10+ ballet and pointe which is \$50.00 each. A \$5.00 recital fee will be assessed at registration. Please call Extended Learning for a schedule of days and times at 562-2165.

2) **Beginning Quilting** - for the absolute beginner with **Judy Matthews**, Patchwork House, Clovis, Mondays, 6:30-8:30pm, January 22-February 26, FCS-100. The cost is \$30.00. Don't forget your supply list and Judy encourages calls with any questions!

3) **Speedy Cross Stitch** - try this one nighter for beginners and walk away with a potpourri heart pillow either Tuesday, January 23 or Thursday, January 25, 6:30-9:30pm with **Victoria Garrett**, Cozy Cottage Cross Stitch Shoppe. The fee is \$7.00 with a kit fee of \$5.00 payable to the instructor.

4) **We Make Music** - for ages 3 and 4 years with **Nancy Jones**, Thursdays, 5:00-5:50pm, January 25-March 15, Greyhound Arena-11. The fee is \$40.00.

5) **Printing Tissue Paper for Tissue Paper Collage** - for ages 14 years through adult with **Bettie Fitzgerald**, Thursday, January 25, 6:30-8:00pm, FCS-100. Join Bettie for this one-night, hands-on demonstration but be sure to dress for it if you borrow her paint brush! The fee is \$5.00 with an additional \$5.00 materials fee payable to Bettie.

EXTENDED LEARNING NON-CREDIT COURSE OFFERINGS - The following is a list of **non-credit** course offerings.

Aqua Aerobics - join **Alisha Eldridge** for ten two-day rotations

this spring on Tuesdays & Thursdays, 6:00-6:50pm at the Natatorium. Call Extended Learning at 2165 for rotation dates. The fee is only \$8.00 for each two-day rotation.

Rainbow of Colour - with **Victoria Garrett**, Cozy Cottage Cross Stitch Shoppe, 119 S Main, Tuesday, January 30 or Thursday, February 1, 6:30-9:30pm. The fee is \$7.00 with a materials kit of \$8.00 payable to the instructor.

Hardanger in a Hurry - with **Victoria Garrett**, Cozy Cottage Cross Stitch Shoppe, 119 S Main, Tuesday, February 6 or Thursday, February 8, 6:30-9:30pm. The fee is \$7.00 with a materials kit of \$15.00 including reference book and threads for future projects.

Tole Painting - for 15 years of age through adult with **Janice Lee** Wednesdays, 6:00-8:00pm, February 7-March 14, FCS-99. The fee is \$24.00 with a kit fee of \$12.00 including paints and first wooden project. Call Jan at 478-2303 concerning your three brushes and bring a water bowl and papertowels.

Computers: Unraveling the Mystery - with **Richard Bradfute**, Monday, February 12, 6:00-8:30pm, UCC-107. The fee is \$30.00.

Anyone Can Draw! Really! for ages 12 years through adult with **Nancy Sweet Espinosa**, Wednesdays, February 14-28, 6:30-8:00pm, JWLA, Room 108. Materials include ruler, eraser, 12x18 drawing pad (or larger) and HB, 2B and 6B pencils.

4-Week Cross Stitch - make an adorable pillow with flowerpot and cat waiting at the backdoor with **Victoria Garrett**, Cozy Cottage Cross Stitch Shoppe, 119 S Main, Thursdays, February 15-March 8, 6:30-9:30pm. The fee is \$40.00 with a materials kit of \$21.20 payable to the instructor.

1-Day Album - bring 20-30 theme-oriented snapshots and make your own 5 x 7 album in one day! Choose between two dates or enroll in both with two separate themes, February 17 or April 7, 9:00am-1:00pm, COB-138. The fee for each class is \$10.00 with a kit fee of \$25.00 payable to the instructor. Be sure to register by February 9 or March 30, respectively, so that your color choice of album can be ordered!

EXTENDED LEARNING CREDIT COURSE OFFERINGS - The following is a list of **credit** course offerings

Students as Teachers, SPED 493/593, an ITV 1 credit hour topics course with **Dr. Sherrie Bettenhausen** will meet Saturdays, February 10 and 17, 2001, COB-110, 9:00am-5:30pm.

Teaching Students with Attention Deficit Hyperactivity Disorder, SPED 493/593, an ITV 1 credit hour topics course with **Dr. Sherrie Bettenhausen** will meet Saturdays,

March 3 and 10, 2001, COB-110, 9:00am-5:30pm.

Personnel News Briefs

Jan Davis and family would like to thank the university community for their wishes and prayers during **William Davis'** final illness. Bill, (Master of Science '99) died of heart failure at St. Luke's Episcopal Hospital in Houston, Texas on December 27, 2000. The family requests that no flowers be sent but instead donations be made in the name of Bill Davis to the Heaven Sent Animal Sanctuary in Portales, NM.

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: January 12, 2001. DATE AVAILABLE: As soon as Possible.

POSITION: Payroll Accountant. LOCATION: Payroll Office. BASE SALARY: Commensurate with education and experience. DEADLINE: January 12, 2001. DATE AVAILABLE: As soon as possible.

SUPPORT POSITIONS

POSITION: Admission Specialist II. LOCATION: Admissions. BASE SALARY: \$13,749. DEADLINE: January 12, 2001. DATE AVAILABLE: As soon as possible.

POSITION: Executive Secretary to the President and Board of Regents. LOCATION: President's Office. BASE SALARY: \$19,739. DEADLINE: January 9, 2001. DATE AVAILABLE: As soon as possible.

Classified Ads

FOR SALE - 4 bedroom, 2 bath home. Master bedroom has a fireplace and walk-in closet. Kitchen has 2 pantries. Utility, garage, fenced backyard, storage building & lots of greenery. Good Neighborhood. \$52,500. Pictures at www.justusrealty.com. Call Sherri at Justus Realty 356-8594 or 359-0158(H).

FOR SALE - 3 -Bedroom, 2 bath, laundry room , large fenced backyard, carport, corner fireplace in living room. Approximately 1,550 sq. ft. Close to Valencia School. Call 359-0300

FOR SALE - Completely remodeled 2 bedroom 1 bath house. 850 square feet. Appraised for \$40,000 in 1998. Rents for \$380. Central heat, garage, laundry area, range, refrigerator. New stucco, insulation, doors, insulated windows, sheetrock, vinyl flooring, electrical, roof, garage door, ceiling fans/light fixtures, tile/oak breakfast bar, kitchen/bathroom cabinets, chain link fence. Asking \$37,000. Call 356-0749.

FOR SALE - 3 -bedroom, 2 bath, 14 x 70 mobile home on 1/2 acre, nice neighborhood. \$25,000. Call 359-0954.

FOR SALE - 1994 Mobile Home located in Portales. 16 70, 3 -bedroom, 2 bath with all new carpet, central air and heating with all appliances and shed. Asking \$19,500 OBO. For more information or to see call 461-1048 or 461-3939 and ask for Jennifer.

FOR SALE - 1992 Mercury Cougar XR7. One owner, 67,000 miles. \$6000. Call 356-6107.

FOR SALE -1979 Chevy Pick-up. Lots of new parts must drive to appreciate. Asking \$2,600 OBO. For more information, call 763-3146.

FOR SALE - 1993 GMC Suburban 4x4; Supreme Conversion Package, fresh overhaul, excellent condition. \$13,500 OBO. Call 356-4564.

FOR SALE - Good used wood kitchen cabinets. Includes: upper, lowers, sink, and countertops. Only \$150.00. Call 742-1086.

FOR RENT - Clean 3 -bedroom, 2 bath house with W/D hookups and central heat. 10 minute walk to ENMU. For more information call 356-6344 after 4:30 p.m.

FOR RENT - Brick, 3-bedroom, 2-bath, utility room, attached garage, fenced yard, across from Portales High School at 109 N. Knoxville. \$500/mo, \$300 deposit & utilities. Call 356-5916.

FOR RENT - Spacious 1-bedroom, 1-bath apartment, pantry, fenced yard, good location, walking distance to ENMU at 522 S. Ave. E. No pets. \$195/mo., \$150 dep. & utilities. Call 356-5916.

FOR RENT - Large 4 -bedroom, 2 bath with washer and dryer and fenced back yard. \$585 a month plus deposit. Call 359-1948.

FOR RENT - 4 -bedroom, partly furnished, has refrigerator, stove, washer

and dryer. For more information call 749-3474 or 505-482-3268.

FREE TO GOOD HOMES - Golden Retriever puppy, 3-4 months old and full blooded Australian Sheppard. Call 359-2267.

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.

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

CHILDCARE - Openings available for children ages 18 months to 6 years. For more information go by 1711 W. 17th Lane or call 356-1017.

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.

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.

FOUR SEASONS CHIMNEY SERVICE - For all of your chimney needs. Serving Clovis and the surrounding areas. Tucumcari office, 505-461-2199 and the Clovis office 505-762-0841. Discount rate available.

COMPUTER PROBLEMS? NO PROBLEM - Repairs, Upgrades, Sales and Service of any kind at a significant discount from retail. I come to you. Call Matt, cell: (505)749-4038 or email MPalulis@winfire.com anytime.

CAR PROBLEMS? NO PROBLEM - Minor repairs, Tune ups, Oil Changes, Jump Starts, Lock Outs, etc. I come to you, reasonable rates, 15 yrs experience. Call Matt, cell:(505)749-4038 or email MPalulis@winfire.com anytime. Flyers available at Univ. Police Station.

NEW YEARS RESOLUTION!! - Would you like to be 20 or 30 pounds lighter? Lose weight now while eating your

favorite foods and have **incredible energy!** Money back guarantee. Programs start at \$38.00. **Call today!** 1-877-520-TRIM

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.

SPONSOR: Wayne Moore and Dan Buzard

PURPOSE: Basketball

DESTINATION: Durant and Ada, OK

DEPARTURE: January 10, 8 a.m.

RETURN: January 14, 5 p.m.

STUDENTS:

- Sharon Max
- Breanne Baker
- Jody Avent
- Brandi Bates
- Katheryne Hickman
- Missy Klafka
- Lenni Hartley
- Lisa Rollins
- Jill Stout
- Jennifer Dvorak
- Tricia Doherty
- Tia Doss
- Juliana Morrison
- Brooke Verden
- Niki Shaw

SPONSOR: Dr. Schroeder

PURPOSE: Attend UMKC and Univ. of Utah debate tournament

DESTINATION: Kansas City, MO and Salt Lake City, UT

DEPARTURE: January 2, 8 a.m.

RETURN: January 16, 12 p.m.

STUDENTS:

- Charles Walts
- John Hansen
- David Register

SPONSOR: Jennifer Voris

PURPOSE: Academic Seminar focusing on the next President

DESTINATION: Washington, DC

DEPARTURE: January 6, 10 a.m.

RETURN: January 21, 12 p.m.

STUDENTS:

- Jennifer Voris
- Laraine Neely

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.

