



# 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, May 7, 2001

Vol. 53, No. 39

### Meetings

#### Curriculum Committee Meeting

Thursday, May 10, 2001  
12:30 p.m. to 2:30 p.m.  
Library Conference Room

#### University Council Meeting

Monday, May 7, 2001  
3:10 p.m.  
Regents' Room

#### Academic Council Meeting

Tuesday, May 8, 2001  
3:30 p.m.  
Sandia Room, CU

### 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.

#### MONDAY MEMO SUMMER SCHEDULE

- The *Monday Memo* will begin its summer publication schedule Monday, May 14. The dates of publication will be: May 14, May 28, June 11, June 25, July 9, July 23, August 6, and the regular schedule will resume August 13.

#### COMMENCEMENT RECEPTION

- Commencement Reception for ENMU graduates of spring 2001 will be Friday, May 11<sup>th</sup> from 4 p.m. to 5 p.m. in the Ballroom of the Campus Union Building. Families, friends, faculty and staff are also invited to attend. The reception is sponsored by the ENMU Alumni Association.

#### WHAT'S UP IN THE FACULTY RESOURCE CENTER?

- ENMU recently hired an Instructional Technology Specialist to direct and oversee the development of the Faculty Resource Center. Dr. Beverley Ferrell is a graduate of Texas Tech University with instruc-

tional design coursework from the University of Oklahoma. For the last 4 years she has been doing independent consulting. Dr. Ferrell believes that all faculty members should have the time and equipment to develop their full potential in the analysis, design, delivery, implementation and evaluation of their instructional endeavors. To that end, the Faculty Resource Center proposes to become the center of faculty design efforts to successfully integrate technology into the instructional design processes. Currently the FRC has Adobe Premiere and Ulead to utilize for video production efforts. The FRC also has a Palmcorder, which can be checked out for 24 Hrs and a Sony Mavica Digital Camera. Plans for the next year include upgrading to higher-end digital equipment for online use, although both cameras are satisfactory for current class projects. Classes will be forming soon which will include using Blackboard, differences in presentation guidelines for PPT and the Web; Accessibility guidelines for your web classes; basic instructional statistics for Excel; special web search engines and many other topics related to the current and future software in the FRC. Refresher or First Time courses will be offered in all the Office products including Word, PowerPoint, and Excel, and for other software also. Current Software includes SNAGIT for screen capture, CAMTASIA for making videos of what you do in your software (examples will be online shortly), Adobe Photoshop, Premiere, and Acrobat (the full version). **If there is any specialized software, equipment or training that you need in order to integrate technology into your teaching**, now is the best time to come by or call 562-2259 and let Dr. Ferrell know your needs. An email or call to communicate your feelings about the best time and hours for using the FRC would also be appreciated. The FRC will have an online presence and email newsletter soon. Right now the FRC will be using Blackboard to communicate with the

faculty and deans. Come by (ED 130), Call (562-2259), Email (Beverley.Ferrell@enmu.edu), and join the FRC revolution!

**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.

#### MINI PO'S WILL BE PHASED OUT BY JUNE 30

- Mastercard Purchasing Cards will replace Mini PO's for non-recurring purchases (under \$500) needed quickly that will be used within the current fiscal year. The Business Office is currently providing training for those who have applied for cards. Applications are available on-line at <http://www.enmu.edu/~rappm/pcard/pcard.html> or may be obtained by calling extension 2518. The Purchasing Card will serve the same purpose as the Mini PO while allowing buyer flexibility at the lowest possible price. Internet and telephone purchases will be permitted provided the vendor accepts Mastercard. At this time travel and entertainment (including meal) transactions will not be permitted. For more information please call extension 2518.

#### FINAL GRADES

- Grade reports will not be mailed out to the students. However, final grades should be out on the ENMU web site to view by Thursday, May 17. There are three steps to the grading process, 1) entering the grades, 2) rolling the grades to academic history, and 3) calculating the GPA. Grades will appear on the web

site before the GPA has been calculated. Therefore, please understand that the grading process is not complete until the GPA appears. To view/print your final grade report, follow the steps below:

1. Go to the ENMU web site home page at [www.enmu.edu](http://www.enmu.edu) <<http://www.enmu.edu>>
2. Click on "courses + classes"
3. Click on "web registration/portales/ruidoso"
4. Click on "login to secure area"
5. Enter you ID number and PIN, click on "login"
6. Re-enter your PIN, click on "login"
7. Click on "Student Services and Financial Aid"
8. Click on "Student Records"
9. Click on "Final Grades"
10. Select term, click on "Display Grades"

If you should have any questions, please call the Registrar's Office 562-2175.

#### **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.

#### **DEADLINE FOR ISSUE PO AND ISSUE CHECK REQUISITIONS, MINI PO'S, INTERFUNDS AND TRAVEL REIMBURSEMENTS**

May 7 is the last day for requisition approval from the Business Office for Purchase Orders to be charged to the 2000-2001 budget. Any items ordered but not received on campus by June 30, 2001 will be charged to the 2001-2002 budget. June 8 is the last day for requisition approval for the Business Office for Issue Check Requisitions. Mini PO's must be in the Business Office by June 15 and all Interfunds must be in the Business Office by July 6 or they will be charged to the 2001-2002 budget. In order to be reimbursed for any travel taken during the 2000-2001 fiscal year, the Travel Reimbursement Voucher is to be in the Business Office by June 30.

**ATTENTION** – Please note that due to the change in computer systems on ENMU's campus from CMDS to Ban-

ner, the last day to process Summer Financial Aid will be June 11<sup>th</sup>. We are asking everyone on campus' cooperation in informing students that their files must be complete by June 11<sup>th</sup>, even if they are taking classes in July. Thank you for your assistance with this.

#### **ATTENTION UNIVERSITY EMPLOYEES AND STUDENTS**

The University Post Office will be moving to Lea Hall on Monday, May 14<sup>th</sup>. The Postal counter will be closed on Monday, May 14<sup>th</sup>, so that the Post Office staff can help with the move. The Post Office will be open for regular hours on Tuesday, May 15<sup>th</sup>, at Lea Hall. Employees and students that use a mailbox at the University Post Office are asked to **clean out their mailboxes by noon on Friday, May 11<sup>th</sup>**, so that the mailboxes can be easily moved. We appreciate your help with this move and hope to better our services as we move to our newly remodeled space at Lea Hall. Come visit us soon. **Thank you.** The University Post Office Staff.

#### **ADMINISTRATORS' EVALUATIONS**

The Administrators Evaluation Committee thanks the ENMU community for participating in the Administrators' Evaluations process. Participation was up 28% this year over last year. In a few days, each administrator and his/her immediate supervisor will receive a tally of his/her scores and a transcription of all comments. If you have suggestions to improve this process, please contact me. Linda Gies, Committee Chair, Sta. #19.

**AEOP** - AEOP will hold their May meeting this Tuesday, May 8, in the College of Business, Room 103. Please join us and bring a friend! The program will feature Diane Lieb, who makes candles in a workshop in her home—every kind of candle you can think of. She will bring some of her candles to show, and tell about some neat things to do with them. Lunch will be Mexican Stack-Ups, with drinks and dessert, so please RSVP to Alma Lyle Bilberry, 2091, or Gayle Pratt, 2343, by Monday, May 7, if you plan to attend.

**TEACHER FAIR** – Counseling and Career Services Spring 2001 Teacher Fair will be held Tuesday, May 8<sup>th</sup> in the CUB Ballroom from 8 a.m. to 5 p.m.

#### **ACADEMIC HONORS CONVOCATION**

The Spring 2001 Academic Honors Convocation will be held Friday, May 11, 2001 for those students

receiving graduation honors. The program will begin at 3 p.m. in the University Theatre.

#### **WATER FITNESS CERTIFICATION**

A national certification for water fitness instructors will be held from 9:45 a.m. to 4 p.m. on Saturday, May 19, at the Natatorium. There will be primary and advanced courses. For more information, contact Beverly Allen at 562-2111.

#### **SUMMER HOURS FOR TOY LIBRARY**

Summer hours for the Toy Library will be Monday through Friday 8am to 5pm. The Toy Library is located in the Education Building, Room 127. All students and faculty are welcome to use the Toy Library. Students are using the Toy Library for presentations for class. The Toy Library has toys for children birth to 3rd grade. Stop by and have a look if you have not already done so. There is always something new and exciting in the Toy Library! You may give us a call if you are looking for something specific, 562-2850.

#### **2001 CAMILLE & HENRY DREYFUS FOUNDATIONS NEW FACULTY AWARDS AND FACULTY START-UP GRANT PROGRAM FOR UNDERGRADUATE INSTITUTIONS**

These programs exemplify the Foundation's continuing commitment to the support of new faculty in the chemical sciences. Application procedures for the programs are given on the Foundation's Web site at [www.dreyfus.org](http://www.dreyfus.org). **Note: Deadline for receipt of all nomination materials in both programs is May 15, 2001.**

#### **ATTENTION GRADUATE STUDENTS OF SUMMER 2001**

Comprehensive Examination Workshop is June 9, 2001 from 9:30 am to 12:00 noon in Room 125 of the College of Education. The Comprehensive Examination is June 23, 2001 from 9:00 am - 12:00 and resuming from 1:00 pm to 4:00 pm in room 120. The Writing Proficiency is June 9, 2001 from 10:00 am to 11:30 am in Room 120 in the College of Education.

#### **FROM YOUR CAMPUS BOOKSTORE**

First, we would like to extend our best wishes to the graduating class of 2001! We know you'll go far! We are inviting everyone to come by and check out our indoor garage sale to end all garage sales - May 10<sup>th</sup> and 11<sup>th</sup>! Great prices on general merchandise, clothing, and books! Don't forget that book buy back is May 7-11 and don't miss out on these great bargains!

**THESIS DEFENSE** - Thesis on the "Sandals of Fresno Rockshelter: Descriptive

Analysis and Chronological Placement' will be defended by Jan Merchant May 15, 2001, at 10:00 a.m. in COB 120. You are welcome to attend.

**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.

**UNIVERSITY AUCTION** - The University Auction Sale has been scheduled for August 11, 2001. Items to be sold include: vehicles, pianos, sewing machines, furniture, salvage computer equipment, grounds equipment, shop equipment, electrical equipment, and items too numerous to list. A complete list of items will be made available at a later time.

**EMOTIONS ANONYMOUS** – Do you feel depressed, have anxiety attacks, 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 Sue at 359-1238

**EXTENDED LEARNING NON-CREDIT COURSE OFFERINGS** - The following is a list of **non-credit** course offerings. Please call 562-2165 to register.

**Adult Ballet** - for ages 14 years through adult with Lorelei Taylor, Saturdays, May 26-June 30, 11:00am-12:15pm, GA-11. The fee is \$30.00.

**Swing Dancing** - for ages 16 years through adult with Leah Bentley, Fridays, June 1-29, 5:30-6:30pm, GA-11. The fee is \$20.00.

**Basic Photography** - with William Johnson Saturday, June 2, 9:00am-12:00pm, COB-137. Bring your Cam-

era and film. The fee is \$15.00.

**Kids' College** - for ages 5-12 years with Lead Teacher, Ernie Rogers, Mondays-Fridays, June 4-July 27, 8:00am-5:00pm, JWLA-119. Daily swimming, computers, art, science, reading, lunch in the park, etc. The fee is \$55.00 per week.

**Taekwon-Do** - for ages 10 years through adult with Steve Blakeley, Mon/Tue/Thur, June 4-July 26, 11:00-11:50am, GA-11. The fee is \$70.00 (or \$35.00 per month).

**Sign Language** - for ages 8 years through adult with Dwayne Wilkerson, Mondays-Fridays, June 4-15, 2:00-3:00pm, Ed-129. The fee is \$30.00.

**Aqua Aerobics** - with Kristy Jones and/or Beverly Allen, Mon/Tue/Thur, June 4-July 26, 5:00-6:00pm, Natatorium. The fee is \$12.00 for each 3-day weekly rotation or receive a discount by paying \$90.00 for all 8 rotations.

**Ballet/Tap/Jazz/Pointe** - for ages 3 years to adult with Summer Lasiter, June 4-July 27, GA-11. The fee is \$40.00 per class except for concurrent Ballet 10+ years and Pointe which together total \$65.00. Please call Extended Learning @ 562-2165 for specific class times.

**Tennis** - four classes for ages 6-9 years, 10-14 years, 15-18 years and 18 years through adult with Julie Stiles, Mondays-Thursdays, June 4-14 and/or June 18-28, City Tennis Courts (by PJHS). Bring your racket. The fee is \$40.00 per two-week rotation. Call Extended Learning @ 562-2165 for specific class times.

**Calligraphy** - with Dwayne Wilkerson, Mondays & Thursdays, June 4-14, 7:00-8:30pm, COB-138. Bring broad nib pen (felt/ink) and copy paper. The fee is \$30.00.

**Ceramics** - three classes for ages 6-10 years, 11-15 years and 16 years through adult, Tuesdays & Thursdays, June 5-28 or July 3-26, with Doris Wallace, Out of Sight Ceramics Shop, 979 Gayle Street, Clovis, NM. The cost per four-week rotation is \$67.00 for children and youth and \$94.00 for 16 years through adult. Please call Extended Learning for specific class times and materials.

**Basic Scrapbooking** - Saturday, 9:00-11:00am, June 9, COB-130. Please bring 10-12 theme-oriented photos. The fee is \$10.00 with an additional kit fee of \$15.00 payable to the instructor, Kyla Gray.

**Wedding Planning** - with Melissa Widner, CWS, Saturdays, 9:00am-3:00pm (break for your own lunch), your choice either June 9 & 23 or July 14 & 28, COB-120. The fee is \$30.00 with an \$8.00 optional booklet avail-

able from the instructor.

**Feng Shui** - with Lorelei Taylor, Saturday, 2:00-4:00pm, June 9, COB-156. Please bring pen and notepad. The fee is only \$15.00.

**Caring for your PC** - definitely for beginners try this intro and maintenance class with Ellen Gardiner, Monday, 6:00-8:30pm, June 11, UCC-107. The fee is \$30.00.

**Speedy** - beginning one-night cross stitch with Victoria Garrett, Cozy Cottage Cross Stitch Shoppe, 119 S Main Street, Portales, to make a potpourri heart pillow. Your choice of dates, either Monday, June 11 or Tuesday, June 12, 6:30-9:30pm. The fee is \$7.00 with an additional \$5.00 kit fee payable to the instructor.

**Black & White Photography** - with William Johnson, Saturday, June 16, 9:00am-12:00pm, COB-137. Bring your camera and film. The fee is \$15.00.

**We Make Music** - for ages 3-4 years with Nancy Jones, Tuesdays & Thursdays, June 12-July 5, 5:00-5:50pm, GA-11. The fee is \$40.00 with a recital held the last day of class, July 5.

## Personnel News Briefs

President Frost announced on Thursday, May 2, 2001 that **Mike Maguire** has been named interim athletic director at ENMU for the 2001-02 academic year. Mike will remain head coach of the Zia volleyball team.

## 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 SUPPORT POSITIONS

**POSITION: TEMPORARY GROUNDS-KEEPERS. LOCATION: PHYSICAL PLANT. BASE SALARY: \$5.64 PER HR. DEADLINE DATE: REVIEW OF APPLICATIONS BEGINS MARCH 20 AND CONTINUES UNTIL POSITION IS FILLED DATE AVAILABLE: ASAP**

## Classified Ads

**FOR SALE** – Mobile home with ½ acre, 1984 Peachtree, 14' x 70', 3 -bedroom, 2

bath. \$25,000, total monthly payment is \$350 plus utilities. Drive by 115 Springwood Estates or call 359-0954.

**FOR SALE** - 2-bedroom house offers living room with wood stove, large kitchen, den (could be 3rd bedroom), laundry room with washer and dryer, hardwood floors, ceiling fans, central heating/AC. It's all on 1-1/2 lots with shed, automatic sprinkler system, and goldfish pond - a little paradise on Amazon. Call Kenneth Jones at 769-2663.

**FOR SALE** - 3 -bedroom, 1.75 bath home. Excellent location in town on quiet street, close to Valencia/Jr. and Sr. High schools. Has new water heater, light fixtures; all carpet and flooring only 3.5 years old. House is in very good condition. Asking \$55,000. Call Hubert at Morgan Realty, 356-4441.

**FOR SALE**-FSBO-3 Br, 1.75 Bath, brick ranch home, 1660 Sq. ft., new roof, dual fuel heat pump, extra insulation, 1 car garage, in-ground sprinkler system, magical backyard with mature trees (inc. pecan), shed. Drive by 1510 W. 17<sup>th</sup> Lane (great University locale-in front of old hospital), call 356-8073.

**FOR SALE** - 2 -bedroom, 1 bath, living room with wood stove, Large kitchen, den (could be 3rd bedroom), laundry room, and shed. Hardwood floors, ceiling fans. 1 1/2 lots, fenced with automatic sprinkler system and goldfish pond, central heating/AC. Call 356-0799.

**FOR SALE**- 1994 Crestridge Mobile Home 3 B/R, 2 bath all new carpet excellent condition, asking \$17,500 to see or for more information call 461-8422 or 461-1048, (Pager 939-1705).

**FOR SALE** - 2 bdrm, 1 bath, living room with wood stove, large kitchen, den (could be 3<sup>rd</sup> bedroom), laundry room, and shed. Hardwood floors, ceiling fans. 1 1/2 lots, fenced with automatic sprinkler system and goldfish pond, central heating/AC. Call 356-0799.

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

**FOR SALE** - 1993 Chevy Cavalier, 88,000 miles, CD player, asking \$3,300. Call 356-2227-leave a message if before 4:00.

**FOR SALE** - 1998 Chevrolet 1/2 ton, 4x4, ext. cab, 350, 5spd, CD Player, tinted glass, asking payoff, call 356-9038 5pm-11pm.

**FOR SALE**- 1994 Pontiac GrandAM, white, very good condition inside and out. Good tires. Good gas mileage. All defects are minor. 94,000 miles. NADA \$4,000. OBO. Call 359-1008.

**FOR SALE** - Travel Trailor for sale, \$6,700 - Excellent condition. Wilderness 5<sup>th</sup> wheel 26.5ft, 1989 model. Available May 15. Call 356-5097, or e-mail cynthia.dubois@enmu.edu.

**FOR SALE**- King Size 6-drawer waterbed with mirror headboard and shelves. Asking \$200. Call Lori during the day at 762-3949 or evenings at 356-0205.

**FOR SALE** - Washer & Dryer good condition \$100 pair, Web TV practically new \$100, 10 Speed Bicycle excellent condition \$50.00, Evaporative Cooler used 1 summer good condition \$200 Leave message at 356-8252.

**FOR SALE** - 1995 Kawasaki ZXI 900 Jet Ski - \$3,250 and 1994 Kawasaki Vulcan 750 motorcycle - \$3,000. Call 356-2499.

**FOR SALE** - A pink and white lace Maypole dress, size 16, with pink gloves, \$150. It's stunning! Call 359-2078 after 5:30 P.M.

**FOR SALE** - Dryer for sale in excellent condition. Call 356-2227.

**FOR SALE** - Solar panels. Call 562-2606.

**FOR SALE** - New crop shelled pecans, \$5 per lb. Call 356-4502.

**FOR SALE** - Queen bed mattress and box spring, \$100.00. Excellent condition! Call 356-8007 after 5 PM.

**FOR SALE** - Flagstone. For more information call 356-8117, or come by 715 N. Ave. I, Portales.

**FOR SALE** - Chihuahua puppies. Will be ready May 11, 2001. Call 359-0645 for more information.

**FOR SALE** - Pink prom dress. Call Marilyn at 356-8459.

**FOR SALE** - Overstuffed couch, chair and ottoman: \$250, Console Television: \$75, Nintendo 64 with expansion pack, Perfect Dark and other games: \$75, Computer Desk: \$50, Art Desk: \$20. Call 356-1389 and leave a message.

**FOR SALE:** Woman's Ray-Ban sunglasses with case. Only \$20.00. Call 562-4914.

**MOVING SALE** - Waterbed frame, sectional couch, brown swivel chair, misc. Call 356-5931 and leave a message.

**SUMMERMUSIC**- Offered year round. Private piano lessons as well as music classes ages 4 and up. For info contact Mary-Lynn Brown @ MLB Music Studio 359-3370. E-mail: mlbstudio@yahoo.com

**TO BUY:** A tandem bicycle. Call 562-4914.

**MUST SELL!** - 1999 Suzuki Vitara, 4x4, Convertible 2Dr. 5spd, Low miles, still under warranty. Call 356-9058.

**FOR RENT** - 2 -bedroom apartment with off street parking. Call 359-0231.

**FOR RENT** - Very nice furnished 2 bedroom duplex. Washer and dryer included, near ENMU. \$325 per month and no pets. Call Barbara at 356-8489 and leave a message.

**FOR RENT** - 4 -bedroom, partly furnished, has refrigerator, stove, washer and dryer. For more information call 749-3474 or 505-482-3268.

**CHILDCARE NEEDED** - In our home for a 4 year old Monday - Friday from 8 a.m. to 5 p.m. Please call 359-1747 after 5:30 p.m.

**ROOMMATE NEEDED** - Lady roommate need for summer and next school year term. To share a 3 bedroom home. \$125 for rent plus utilities. Please call Brooke at 356-0794. Leave a message and number to return call.

**LIVE - IN NEEDED** - Room, board, cable, plus monthly stipend in exchange for care and feeding of retired ENMU professor. Will not interfere with class schedule, plenty of time to study. Prefer middle-aged student. Call 356-0859.

**PORTALES HEAD START** - Portales Head Start is now accepting application for enrollment. Head Start is a child development pre-school program for low-income children who are aged 3-4. Head Start provides lots of fun educational, nutritional and health activities. The Portales program provides classes year round: Aug-May; Part and Full day classes. June-Aug.; Full day classes. Families interested in applying may obtain an application for enrollment at: The Portales Head Start Center located at 501 East First or call 356-8712 for more information.

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

**KITTENS** – 10 adorable kittens to give away. Male and female. All are precious. Call 356-4823 and leave a message or call after 5 p.m.

**FREE PUPPY** – Chow mix puppy free to good home. Call 356-5931 after 5 p.m.

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

**HOUSEWORK AND CLEANING** - Housework and cleaning for \$5.00/hr., minimum 2 hours. Have reference. Call 359-0250 and ask for Melissa.

**CLEANING SERVICES** – Reasonable rates. For information, call 356-5810.

**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 (505) 749-3829. 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 experi-

ence. Call Matt, cell:(505)749-4038 or (505) 749-3829. email MPalulis@winfire.com anytime. Flyers available at Univ. Police Station.

**NEED TO LOSE WEIGHT?** - Call now if you are interested in losing anywhere from 5-100 pounds! Doctor recommended and 100% safe. 1-877-520-TRIM. Free samples!

**NEED A SUMMER SITTER?** - State registered home, food program certified, CYFD welcomed! Meals, snacks, and lots of fun provided! Call today to reserve your spot, openings are limited! Call Julie @ 356-0114

**FREE PUPPY** - Lab/chow mix. Call 356-5931 and leave a message.

**PUPPIES** – Bassett mix puppies to be given away. Call 359-3017 on Tuesdays and Wednesdays daytime only.

**LOST** - Purple and pink ballet bag. If found please call 359-3370

**STATE LINE WINDSHIELD REPAIR** – For windshield repair call Rick at 799-6401.

**LANDSCAPE ARTIST**- Will turn your yard into a personal sanctuary call Forrest: 356-9915.

## 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:** Christine Blaeser  
**PURPOSE:** Tennis  
**DESTINATION:** Pensacola, FL  
**DEPARTURE:** May 8, 4 a.m.  
**RETURN:** May 13, 7 p.m.  
**STUDENTS:**

Layla Turner  
 Amanda Kautz  
 Lisa Weiman  
 Bethanie Nix  
 Sarah Pennington  
 Sarah Salazar  
 Betsy Cata  
 Julie Stiles

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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