



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, June 11, 2001

Vol. 53, No. 42

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: June 11, June 25, July 9, July 23, August 6, and the regular schedule will resume August 13.

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 Workplace 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.

ALL UNUSED MINI PO'S MUST BE RETURNED TO PURCHASING - Please

do not destroy or throw away any Mini PO's. Unused Mini PO's must be returned to Purchasing, Station # 50 by Friday, June 29, 2001. If you have questions, please call 2425.

FROM YOU CAMPUS BOOKSTORE - We will have an end of the fiscal year clearance sale June 11 - 15 only. Please spread the word! Now is the time to purchase Father's Day gifts and stock up on T-shirts, books, and gift items. We have just added to the 50% off clothing rack. All general books will be 30% off. We have a variety of Gift Books, Father's Day Books, Gardening Books, Cook Books, Career Books, Reference Books, Best Sellers, and Children's Books (be sure to tell all the grandparents you know). Remember...a book is a gift that can be unwrapped again and again. Reminder: We will be closed on June 27, 28, and 29 for inventory.

UTILITY CONSERVATION REMINDER - Did you know that ENMU will spend well over \$1,000,000 this year for electricity and natural gas? The continued cooperation of faculty, students and staff in conserving energy on campus is appreciated. Especially during the summer months when facilities are used less intensively, please make sure lights are off when rooms are not occupied and thermostats are set at levels that don't require excessive use of air conditioning. With your help, we can reduce our energy costs so that available funds can be devoted to other priorities of the University. Thank you!

PROGRAM GRANTS AVAILABLE - The Camille & Henry Dreyfus Foundation, Inc. has two new program grants available.—"2002 Special Grant Program in the Chemical Sciences and 2001 Henry Dreyfus Teacher-Scholar Awards Program. For more information, see the Foundation's website at www.dreyfus.org.

CAREER CAMP 2001 - The Roosevelt County Chamber of Commerce, ENMU,

and GEAR UP announce a Career Camp to be held June 4-7, 2001. It is free for all Roosevelt County 2001-02 ninth graders. Career Camp is "a link between school and the workplace." Students will job shadow area employees to experience the importance of various skills. Activities also include interview techniques, business etiquette, job applications and customer service. The last event will be a banquet held for participants and parents, plus business partners. If you are interested in becoming involved, or know a ninth grade student that would like to participate, please contact: SueB Bracksieck at 356-5083 or Sue.Bracksieck@enmu.edu.

HELPDESK SUMMER HOURS - During the summer, from May 14 to August 24, the helpdesk will be open from 7:30am to 5:00pm, Monday through Friday.

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.

THE NEW MEXICO EDUCATIONAL SOFTWARE CLEARINGHOUSE - The New Mexico Educational Software Clearinghouse continues to receive software from various educational companies. They have recently received "Read, Write and Type" A Learning System for Children 6-9. This is a phonics to fluency learning system for hands on reading and spelling. To review this C D or any other, contact Dr. Shaughnessy at 2791 for an appointment.

MAPLE DEMONSTRATION – On Friday, June 23 at 1 p.m. in the University Computer Center there will be a demonstration given by Waterloo Inc. that will focus on the features and benefits of Maple. They will discuss the new resources that they have made available to their clients and how these can be used in the classroom to assist faculty in using Maple. If you are interested in attending, please RSVP to Tom Brown at 2336.

A REMINDER FOR TELEPHONE USERS – If and when offices experience personnel changes such as new hires, terminations, reassignments or name changes due to marriage or divorce, Telecommunications Services should be notified either by phone at extension 2287 or by email at Linda.hamrick@enmu.edu. This insures phone records are kept current and billing is correct. For changes of service such as adding or deleting voice mail or assigning new or deleting old access codes, please submit a signed Telephone Service Request Form to UCC 113. Blank forms may be requested by calling extension 2287 or 4352.

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.

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.

'CAMPUS BEACH PARTY' SET FOR JUNE 27 - The "Campus Beach Party," sponsored by the Professional and Support Senates, will be from 4-6 p.m. on Wednesday, June 27 at the Dallen Sanders Memorial Plaza by the Campus Union Building. All employees are welcome, and encouraged to wear beach-themed clothes that day (shorts, sandals, Hawaiian shirts, etc.). Free food, music, and games will be pro-

vided. Your presence will contribute to the fun. For more information, contact Wendel Sloan or Bonnie Sink.

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.

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).

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.

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 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.

Ceramics - three classes for ages 6-10 years, 11-15 years and 16 years through adult, Tuesdays & Thursdays, 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.

Wedding Planning - with Melissa Widner, CWS, Saturdays, 9:00am-3:00pm (break for your own lunch), July 14 & 28, COB-120. The fee is \$30.00 with an \$8.00 optional booklet available from the instructor.

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.

Swimming - for ages 4 and up with Kristi Jones Mondays-Thursdays, 11:00-11:50am, June 4-14 and/or June 18-28 at the Natatorium. The fee is \$35.00 per rotation and includes a Red Cross certification card for the level passed.

Aromatherapy - with Lorelei Taylor, Saturday, June 16, 2:00-4:00pm, COB-156. Bring a small plastic container and towel. The fee is \$15.00.

Intro to Microsoft Word - create a personal keepsake about your life and family while learning MS Word with Ellen Gardiner, Monday, June 18, 6:00-8:30pm, UCC-107. The fee is \$30.00. Rainbow of Colour - with Victoria Garrett, Cozy Cottage Cross Stitch Shoppe, 119 S Main St, your choice either Monday, June 18 or Tuesday, June 19, 6:30-9:30pm. The fee is \$7.00 with an additional \$8.00 kit fee payable to the instructor.

Swinging Stunts Workshop - an advanced class of the basic Swing Dancing for 16 years through adult with Leah Bentley, Fridays, 6:45-8:15pm, June 22 and 29, GA-11. The fee is \$20.00.

Off Season Canning - with Cora Stroud Saturday, June 23, 9:00am-5:00pm, FCS-98. Please call Extended Learning for a list of supplies. The fee is \$35.00.

Silk Painting - with Rheata White, Rheata's Studio & Gallery, Muleshoe, TX. You must register two weeks prior

to order your supply kit (\$40.00 payable to the instructor) to make your very own pillow or scarf! Choose either Saturday, 9:30am-2:00pm, June 23 or July 21, FCS-100 and bring a lunch! Registration deadlines are June 8 and July 7, respectively. The registration fee is \$25.00.

Create a CD Photo Album - learn basic Power Point, scanner and CD Writer use while you create your own CD photo album with Ellen Gardiner. Bring 3-5 personal photos Monday, 6:00-8:30pm either June 25 or July 9, UCC-107. The fee is \$30.00.

Hardanger in a Hurry - a one-night class offered twice either Monday, June 25 or Tuesday, June 26, 6:30-9:30pm with Victoria Garrett, Cozy Cottage Cross Stitch Shoppe, 119 S. Main St. The fee is \$7.00 with an additional \$15.00 kit fee payable to the instructor.

Web Wisdom - learn how to get more from the Internet with Ellen Gardiner, Monday July 2, 6:00-8:30pm, UCC-107. The fee is \$30.00.

Power Layouts - for experienced scrapbookers with Kyla Gray, Saturday, July 7, 9:00am-1:00pm, Ed Bldg, Room 120. The fee is \$10.00 with a \$36.00 kit fee payable to the instructor in advance which includes two page refills and short cuts paper pack.

Kids' ABC School Album - for grades 4-12 with Kyla Gray, Monday-Thursday, 9:00-10:00am, July 9-12, COB128. The fee is \$10.00 with a \$35 kit fee payable to the instructor by June 25 which includes a 5x7 album with stickers and mounting paper. You just bring your school friends' photos!

Places Please! - using Shakespeare and fairy tales, children 7-12 years will receive basic theatre introduction from Desi Griffith, Mondays, Wednesdays and Fridays, July 9-20, 2:00-3:30pm, GA 11. The fee is \$25.00. Wear comfortable clothes and bring a pencil, pad and highlighter.

Do-It-Yourself Book Publishing - with self publishing author, Dan Miller, Monday, July 9, 6:30-8:30pm, COB 130. The fee is \$29.00.

Small Business Classes - all three classes held in COB 130 with Dan Miller for \$29.00 each are co-sponsored by the Portales Chamber of Commerce with a \$5 discount if you are a member. Save \$15 if you attend all three!

a) Yellow Pages Advertising for Small Business - Tuesday, July 10, 1:00-3:00pm. A \$15 materials fee is optional.

b) Increase Sales Over the Telephone - Tuesday, July 10, 3:15-5:15pm, with an additional \$15 materials fee payable to the instructor.

c) Intro to Direct Response Market-

ing - Tuesday, July 10, 6:30-8:30pm, with an additional \$12 materials fee payable to the instructor.

Four-week Cross Stitch with Victoria Garrett, Cozy Cottage Cross Stitch Shoppe, 119 S Main Street, Tuesdays, 6:30-9:30pm, July 10-31. The fee is \$40.00 with a kit fee of \$28.20 payable to the instructor for a pillow cover with watermelon and bear.

So You Want to be a Private Investigator? - with retired licensed private investigator, Dan Miller, Wednesday, July 11, 5:15-6:45pm, COB130. The fee is \$25.00 with a materials fee of \$12.00 payable to the instructor.

UFO's-Beyond Top Secret - with retired private investigator, Dan Miller, Wednesday, July 11, 7:00-9:00pm, COB130. The fee is \$29.00.

Wendy Toombs, Abrazos Adventure, 246 RR V, Portales, will offer the following two classes for ages 12 years through adult. Wear appropriate clothing including closed, flat shoes or boots. The fee is \$30.00 per class but receive a \$10.00 discount by prepaying for both classes.

a) So You Want to Own a Horse? - Tuesday, July 17, 5:30-8:00pm.

b) Now that you Have the Horse! - Tuesday, July 24, 5:30-8:00pm.

Personnel News Briefs

Dr. Michael F. Shaughnessy has had an article accepted for publication in KAPPA DELTA PI Record and the article will appear in the Summer 2001 issue.

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.

POSITION: REFRIGERATION/AC MECHANIC. LOCATION: Physical Plant. BASE SALARY: Commensurate With Education And Experience. DEADLINE DATE: Applications Must

Be Received By 5 PM On June 12, 2001. DATE AVAILABLE: ASAP

POSITION: RECEPTIONIST/TYPIST.

LOCATION: Business Affairs/Accounting. BASE SALARY: Commensurate With Education And Experience. DEADLINE DATE: Applications Must Be Received By 5 PM On June 14, 2001. DATE AVAILABLE: ASAP

POSITION: GROUNDSKEEPER I.

LOCATION: Physical Plant. BASE SALARY: \$11,731. DEADLINE DATE: Applications Must Be Received By 5 PM On June 15, 2001. DATE AVAILABLE: ASAP

POSITION: ACCOUNTING CLERK III.

LOCATION: Accounts Payable. BASE SALARY: Commensurate With Education And Experience. DEADLINE DATE: Applications Must Be Received By 5 PM On June 20, 2001 DATE AVAILABLE: ASAP

POSITION: CUSTODIAN I.

LOCATION: Physical Plant. BASE SALARY: Commensurate With Education And Experience. DEADLINE DATE: Applications Must Be Received By 5 PM On June 22, 2001. DATE AVAILABLE: ASAP

PROFESSIONAL POSITIONS

POSITION: CDC HEAD TEACHER.

LOCATION: Child Development Center/Fcs. BASE SALARY: Commensurate With Education And Experience. DEADLINE DATE: Applications Must Be Received By 5 PM On June 26, 2001. DATE AVAILABLE: August 2001.

POSITION: SYSTEM SOFTWARE

SPECIALIST.

LOCATION: Computer Services. BASE SALARY: Commensurate With Education And Experience. DEADLINE DATE: Applications Must Be Received By 5 PM On June 12, 2001. DATE AVAILABLE: ASAP

POSITION: COORDINATOR/TRAINER-CHILD DEVELOPMENT.

LOCATION: T & TA. BASE SALARY: \$22,637 (Commensurate With Education And Experience). DEADLINE DATE: Applications Must Be Received By 5 PM On June 26, 2001. DATE AVAILABLE: ASAP

POSITION: PRODUCER/DIRECTOR.

LOCATION: KENW-TV. BASE SALARY: \$25,552. DEADLINE DATE: Applications Must Be Received By 5 PM On July 13, 2001. DATE AVAILABLE: ASAP

ROSWELL

POSITION: COMPUTER SERVICE

TECHNICIAN. LOCATION: Computer Services - Enmu-Roswell. SALARY: \$19,971. OPENING DATE: June 04, 2001. CLOSING DATE: June 15, 2001.

Classified Ads

FOR SALE - Mobile home with 1/2 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 - House in Morton TX. Brick, 3 bedroom, 2 bath, attached 2 car garage, new stove and refrigerator included. New furnace and water heater. \$43,900. 356-2305.

FOR SALE - Nice 4 Bedrooms, 3 Bathrooms, 2350 Square feet, just totally remodeled house in a very good neighborhood. 1814 South Avenue A. For more information, call 469-6383.

FOR SALE - 3 Bedrooms, 3 Bathrooms, new carpet, 1500 Square feet house by the fire station parking lot. All the rooms have their own doors to the outside. Ideal for first time homebuyers, or for rental investment. For more information, call 469-6383.

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. 17th Lane (great University locale-in front of old hospital), call 356-8073.

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 - 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 Mitsubishi Mirage 2 door coupe. Very good condition. \$3995 OBO. Call Steve at 359-1029 after 6 p.m.

FOR SALE - Travel Trailer for sale, \$6,700 - Excellent condition. Wilderness 5th 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 - Old, heavy wooden office desk for sale. 36" x 60" with 5 drawers. Needs refinishing. \$100. Call Barbara at 359-1618 to see.

FOR SALE - Microwave oven in good condition, \$25, grandmother's clock \$10, steel bed frame \$35, antique sewing machine in good condition w/o cabinet—reasonable offer, miscellaneous items. 356-9058

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

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

FOR SALE - Light blue/beige sofa (\$250) and matching chair (\$100), med. Blue recliner (\$100), two glass top end tables (\$40 each), two blue lamps (\$35 each), dinette set (\$85), and 2 pairs of lightblue, beige 100 X 62 in.drapes (\$25 each). All in good condition. Call Sherrie 356 8311.

FOR SALE - Solar panels. Call 562-2606.

FOR SALE - Beige/brown couch with reversible pillows. Very comfortable and great for a small family. Good condition, \$350. Call 356-8234 for more information.

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

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

FOR SALE - Down draft evaporative cooler, \$50, 6 walnut stained with upholstery, \$100 and men's Ray Ban sunglasses, \$20. Call 356-4823.

FOR SALE - 15" IBM monitor, \$75 OBO. Call 356-2583.

FOR SALE - Built-in dishwasher, \$75.00. Call 760-6803.

FOR SALE - Gas dryer. Call 799-1888.

FOR SALE - Hoffman upright piano, beautiful tiger oak finish, good student piano, free delivery, \$650. 356-8068

FOR SALE - Idle Time cab over camper in good condition. \$650. 356-8068

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

FOR SALE - Large brown couch with recliners on each end. Call 356-8063.

FOR SALE - Like new, nice sturdy wooden frame bunk beds with mattresses. Asking \$200. Call 356-8772.

FOR SALE - 1971 pop-up camper trailer and a 1974 overhead camper, both in good condition. For more information call 356-3174 after 6 p.m.

FOR SALE - 2-2 drawer fireproof lateral filing cabinets. Wood exterior. Like new. Retail new \$1300.00 each. Sell \$500.00 each. Call John at 356-9074.

FOR SALE - Crosley brand Heavy duty 22lb capacity washer and electric dryer with all the bells and whistles. Only 5 years old - in excellent condition. Call (505)356-0112, leave a message with your phone number if you get the answering machine.

FOR SALE - 1997 Mercury Mystique, 43,000 miles, four door, power options, very good condition. \$7,900. 356-2305.

FOR SALE - Golf clubs with bags, \$10 a set. Black/white Bogen Photo Enlarger with stand, \$20. Call 356-8688

SUMMER MUSIC - 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

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

FOR RENT - Spacious 1-bedroom apartment, pantry, fenced yard, close to LL Brown Elem. School. at 522 S. Ave. E, \$195.00/m0. plus deposit and utilities. Call 356-5916.

FOR RENT - Two-bedroom furnished house and 2-bedroom furnished apartment. Well located, water paid, yard maintenance provided. No pets, please. Call Hilliard Properties at 356-6003.

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.

WANTED TO BUY - Used bread machine. Call 356-5058.

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 - To good homes, call 356-4823.

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

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 experience. 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 any where 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 - Unregistered Great Pyreneese dogs free to a good home. Call 806-946-9261 or 359-2247 and leave a message.

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

A & D ELECTRONICS - Home-Auto-Satellite -Installation-Repair. Call Adam or Bryan at 760-0610 for free estimates, discounts for ENMU students and staff.

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

LARGE YARD SALE - Friday, June 8th, 5 p.m. to 8 p.m. and Saturday, June 9th, from 8 a.m. to 11 a.m. at 805 S. Elgin Ave. Enter from alley off of S. Globe.

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.

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.

