



The Monday Memo

Eastern New Mexico University

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

Monday, July 23, 2001

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Notices

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

MONDAY MEMO SUMMER SCHEDULE - The dates of publication are: 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.

MAJOR ENERGY PROJECT TO BEGIN SOON - The Board of Regents recently approved a \$2.5 million en-

ergy efficiency construction project for the Portales campus. This project, the cost of which will be recovered from reduced utility costs over the next 10 years, will begin in late July. The University has contracted the TAC Americas for this work. Their crews will be working throughout the campus over the next 12 months to complete a wide range of energy efficiency improvements. These personnel will all wear appropriate identification badges. Please make them welcome to our campus and community. More detailed information about this important project will be provided in the near future.

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.

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 ALL DEPARTMENTS - If you are going to be needing workstudy employees for the Fall 2001 semester, please send a job description to Laura Southard at Station #20 or email her. The job description should have the following: job title, location, supervisor, rate of pay, any skills required and a brief description of the duties which the job entails. These job descriptions will be posted outside the Financial Aid Office in SAS 107 on the bulletin board in the hallway AND on the ENMU's website. For more information call Laura at 562-2194.

FROM YOUR CAMPUS BOOKSTORE - The Silver Pass is up and running at the bookstore. You can visit the Silver Pass office and deposit money (referred to as Silver Dollars) to be spent at the bookstore and lots of other places on campus! Use your Silver Dollars at the bookstore and receive a 10% discount on all purchases! This offer is limited to the remainder of July and the month of August, and excludes computer software, textbooks and sale items. We are receiving new merchandise everyday. Be sure and set aside some time later in the month to come over and browse. Also, we add to our clearance tables and racks daily - you never know that sweatshirt, or t-shirt, or gift item, or general book you've been eyeing may be marked down. The following items are now 20% off: Paperback College Bestsellers, Stationary, Magnets, and Frames. ENMU quilts and ENMU spirit gift items are now 50% off while they last.

NOTICE TO ENMU MCI CORPORATE CALLING CARD HOLDERS - As a result of an RFP, Eastern New Mexico University changed long distance providers on July 2, 2001. To complete this

change, the MCI corporate telephone credit cards will be phased out. Off-campus calls can be placed by dialing a toll-free number and entering your ENMU authorization code plus a PIN number. If you are currently using an ENMU Corporate MCI telephone calling card, please return it to Linda Hamrick in UCC 103. At this time, you may choose a 4 digit PIN number that will allow you to use your ENMU Long Distance Authorization Code as an off-campus calling card. If you presently do not have an authorization code, one will be issued to you with a PIN number and dialing instructions. If you need more information, or have any questions concerning this change, please contact Linda Hamrick at ext. 2287.

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.

MASTER'S THESIS - Mr. Stanley P. Fields, graduate student in Biology, will defend his Master's thesis "Ability of the Western Diamondback Rattlesnake (*Crotalus atrox*) and Prairie Rattlesnake (*Crotalus viridis viridis*) to Discern Presence of a Potential Predator Based on Chemical Cues" at 3:00 p.m. on 27 July, in RH304. Sponsor Dr. M. Lutnesky.

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.

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.

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 pre-paying 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.

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: PAYROLL ACCOUNTING CLERK. LOCATION: PAYROLL. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** JULY 25, 2001. **DATE AVAILABLE:** ASAP.

POSITION: HOME VISITOR. LOCATION: GEAR UP. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** JULY 25, 2001. **DATE AVAILABLE:** ASAP.

POSITION: TEMPORARY PAINTER. LOCATION: PHYSICAL PLANT. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** JULY 26, 2001. **DATE AVAILABLE:** ASAP.

POSITION: SENIOR SECRETARY - INTERNAL SEARCH. LOCATION: KENW-TV. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** JULY 24, 2001. **DATE AVAILABLE:** ASAP.

PROFESSIONAL POSITIONS

POSITION: SYSTEMS SOFTWARE SPECIALIST-UNIX SYSTEMS EXPERIENCE PREFERRED. LOCATION: **COMPUTER SERVICES.** **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** REVIEW OF APPLICATIONS WILL BEGIN JUNE 12, 2001-CONTINUE UNTIL THE POSITION IS FILLED. **DATE AVAILABLE:** ASAP.

POSITION: DIRECTOR FOR FINANCIAL AID. LOCATION: STUDENT AFFAIRS. **BASE SALARY:** \$40,000-\$45,000 (COMMENSURATE WITH EDUCATION AND EXPERIENCE). **DEADLINE DATE:** REVIEW OF APPLICATIONS WILL BEGIN IMMEDIATELY AND CONTINUE UNTIL THE POSITION IS FILLED. **DATE AVAILABLE:** ASAP.

POSITION: TEMP. DISTANCE EDUCATION SUPERVISOR. LOCATION: EXTENDED LEARNING. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** JULY 31, 2001. **DATE AVAILABLE:** ASAP.

Classified Ads

FOR SALE - 14 x 70 mobile home. 3 -bedroom, 2 bath with utility room

on ½ acre. Nice neighborhood. \$25,000. Monthly payments of \$360. Call 359-0954,

FOR SALE - 3 bedroom, 1.75 bath home. This is a nice family home in a great neighborhood. Features include tile in Kitchen, Living Area, Den and Dining Room, Pergo Flooring in 3 Bedrooms & Hall, Fireplace, 1752 sqft, Corner Lot, Carport with Storage. Located at 132 New Mexico Drive. Asking price: \$50,000. Call Glenda Cook at (505) 356-4428.

FOR SALE - FSBO, 3 -bedroom, 2 bath, 2 car garage. 1250 sq. ft. Very nice yard with sprinkler system in front and back. Dog run or garden area. Fenced backyard, flower beds, brick patio. One bathroom wheelchair accessible. Heat pump, central air. Near schools, 1003 S. Globe. Call Derek 359-2453.

FOR SALE - 1997 Fleetwood Mobile Home on 1 acre, 2miles from town. 3 bedroom, 2 bath, fenced yard, shed, driveway and numerous trees. \$59,000. Call 356-4983.

FOR SALE - 2 large bedrooms/2 full baths, walk-in closets, double garage, Western Skies area & close to ENMU, heat pump, walled front and back yards, cable hook-up, washer/dryer, stove, refrigerator, dish washer - all stay, low maintenance. For more information, call 356-6746.

FOR SALE - 3 -bedroom, 2 bath brick home. 1,700 square feet of living space with fire place, new carpet, new roof, new hot water heater, green house in back, covered patio and storm windows. \$71,000. If interested call 356-4823 and leave a message, we will get back to you.

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 - 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-dr.coupe, 5-speed, 4cylinder, air conditioning, 80,000 miles. Good condition. One

owner. \$3500.00 or best offer. Call Steve at 359-1029 after 5:30 pm.

FOR SALE - 1991 Honda Civic Hatchback, white, AC, standard, good gas mileage, CD player, Runs Great! \$3500 OBO. Call: 356-3005 or 760-3062 Please leave a message.

FOR SALE - 1991 Geo Metro, blue, standard, AC, CD player, great gas mileage, clean, Runs Great! Asking \$2300 obo Call: 356-3005 or 760-3062 Please leave a message.

FOR SALE - Dryer for sale in excellent condition. Call 763-4517.

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 - Gas dryer. Call 799-1888.

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

FOR SALE - King size waterbed mattress, liner and heater with 3 way brown padded rails. \$80 for all. Call 356-4823.

FOR SALE - Couches, beds, bookshelves, lamps, bed stands, etc... Please call 359-3754 and ask for Christy or 359-0455 and ask for Zoe.

FOR SALE - Washer, Dryer and lawn mower. Will take best offer. Call 356-8073. Will get back to you if message is left.

FOR SALE - IBM typewriter with elements, needs cleaning, \$17. Stereo Amp with tubes for audio buff, needs new tube, \$24. IVC Stereo tuner, excellent shape, \$28. Call Mike at 359-0400.

FOR SALE - Computer monitors, 20" Mitsubishi and 21" NEC. Both work well. \$100 each. Call 760-0894.

FOR SALE - 2 Year old registered fawn colored boxer. \$300. For more information please call (505)276-8447.

REMODELING SALE - Grey-blue kitchen carpet for 3 rooms, \$60. Kitchen sink and faucet, \$30 and a gas cook top, \$30. Call 356-6160.

FOR RENT - Clean 2 bedroom house. 10 minute walk to ENMU. No pets. Call 356-6344.

FOR RENT - Furnished or unfurnished 1-bedroom apartment. Carpet, range, refrigerator. Excellent condition. Two Hawks Village, 324 S. Abilene, 359-0660.

FOR RENT - 2/3 bedroom house, 1 bath, carport, 1 car garage, large yard. One block to ENMU Library. View at 311 S. Ave. J., or call 562-2202, 10 AM to 4 PM, Monday thru Friday.

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

FOR RENT - Nice 3-4 bedroom, 1 bath house at 217 S. Ave. J. close to ENMU, large fenced backyard, detached garage. \$400 per month plus deposit and utilities. Call 356-5916.

FOR RENT - Nice 4 bedroom, 1 bath house at 1711 S. Main, fenced yard, HUD approved, attached garage, good location. \$450 per month plus deposit and utilities. Call 356-5916.

FOR RENT - Spacious 2-bedroom, 1 bath house at 1005 E. Brazos, fenced yard, utility room, W/D hook-ups, across from city park. \$300 per month plus deposit and utilities. Call 356-5916.

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.

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 anywhere from 5-100 pounds! Doctor recommended and 100% safe. 1-877-520-TRIM. Free samples!

LOCAL PEACHES – Hwy 267, #149. 50 cents per pound. You pick them. Call 356-6041.

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.

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: Christy Bradfute
PURPOSE: Pictures for ENMU literature
DESTINATION: Portales, NM
DEPARTURE: July 19, 7 a.m. to 10 a.m. and 6 p.m. to 8 p.m.
RETURN: July 19, 2001
STUDENTS:
Sonya Salgado
Reyna Nunez
Mark Winnett

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.

