



The Monday Memo

Eastern New Mexico University

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

Monday, August 13, 2001

Vol. 54, No. 4

Meetings

Support Senate Meeting

August 15, 2001
1:15 p.m.
UCC 117

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.

FACULTY/STAFF BREAKFAST - Dr. Steven Gamble invites all faculty and staff to the annual Fall Faculty/Staff Breakfast in the Campus Union Ballroom on Friday, August 24th. Early bird serving will begin at 7:30 with traditional breakfast as well as a lighter fare of fruits and muffins.

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 in 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.

IMPORTANT DENTAL INSURANCE ENROLLMENT INFORMATION - Effective October 1, 2001, ENMU will transition its group dental coverage to the NMPSIA plan provided through United Concordia. The new plan will be available to all eligible employees and will offer two options, a basic and a premium. Open Enrollment meetings will be held on campus Thursday, August 23 at 3 p.m. and Friday, August 24 at 11 a.m. in the Becky Sharp Auditorium in the College of Business. NMPSIA and United Concordia representatives will be present to review the new plan and answer any questions. Please note that transfer of enrollment from the Rocky Mountain Life to United Concordia plans will not be automatic. Any employee interested in dental coverage (continuing or new enrollment) should plan to attend one of the open enrollment meetings. All applications should be completed during the enrollment meetings so please plan to attend.

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 is SAS 107 on the bulletin board in the hallway AND on the ENMU's website. For more information call Laura at 562-2194.

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.

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.

Yoga - with **Lorelei Taylor** Tuesdays, 5:30-6:30pm, September 4-November 27, GA-1. The fee is \$60 (\$20 monthly acceptable) or receive a \$5 discount by prepaying \$55 before class begins. No class September 18.

Investing for Fun & Profit - with **Glen O'Rear** Tuesdays, 6:00-8:00pm, September 4-October 9, COB-128. The fee is \$20 with an \$8 textbook available from the instructor.

Aqua Aerobics - with **Kristy Jones**, Tuesdays/Wednesdays, 6:00-6:50pm, for 12 rotations, September 4-November 28, Natatorium. The fee is \$8 per rotation or receive a \$6 discount by prepaying \$90 for all 12 rotations before September 4. No class November 20/21.

Belly Dance - with **Lorelei Taylor** for ages 16 years through adult Tuesdays, 7:00-8:15pm, September 4-November 27, GA-11. Wear a long skirt over your leotard and bring 2 scarves. The fee is \$60 (\$20 monthly acceptable) or receive a \$5 discount by prepaying \$55 before class begins. No class September 18.

Tole Painting - with **Janice Lee** for ages 15 years through Adult, Wednesdays, 6:00-8:00pm, September 5-October 10, FCS-99. Bring water bowl, paper towels and brushes (call Jan @ 478-2303 if you need to purchase brushes). The fee is \$36.00 and includes your first wooden project.

Parent and Child Yoga - bring your mats & blankets and teach your child the importance of proper breathing & stretching and enjoy the benefits yourself with **Lorelei Taylor** Saturdays, 11:00am-12:00pm, September 8-December 1, GA-11. Ages 3 and up are welcome but must be accompanied by a parent. The fee for both parent and child is \$96 (\$32 monthly acceptable) or receive a \$6 discount by prepaying \$90 before class begins. No class November 24.

Adult Ballet - for ages 14 years through adult with **Lorelei Taylor**, Saturdays, 12:30-1:45pm, September 8-December 1, GA-11. The fee is \$60 (\$20 monthly acceptable) or receive a \$5 discount by prepaying \$55 before class begins. No class November 24.

Child Ballet/Tap/Jazz/Pointe - for ages 3 years through adult with **Summer Lasiter**, September 10-December 7, GA-11. The fee is \$55 per class (except Pointe which requires a concurrent enrollment with Ballet 10+ and costs \$80 for the semester for both classes). All classes will participate in a Nutcracker Suite with performance location and date still to be determined. Call Extended Learning for class days and times.

Paralegal - Tuesdays/Thursdays, 6:00-9:30pm, Saturdays, 9:00am-5:00pm, September 18-October 27, COB-130. The fee is \$845 with an additional approximately \$200 textbooks charge. Call Extended Learning for information on ordering & registration.

Basic Scrapbooking - with **Kyla Gray** Saturday, 9:00-11:00am, September 15, COB-128. The fee is \$10 with a kit fee of \$15 payable to the instructor.

Silk Painting - make your own silk scarf or pillow with **Rheata White**, Rheata's Studio & Gallery, Muleshoe, TX, Saturday, 9:30am-2:00pm, September 29, FCS-100. The fee is \$25 with a \$40 kit fee ordered from instructor by September 14. Call Extended Learning for information on registering and ordering your kit.

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: POLICE OFFICER. LOCATION: UNIVERSITY POLICE. BASE SALARY: COMMENSURATE WITH EDUCATION AND EXPERIENCE. DEADLINE DATE: APPLICATIONS MUST BE RECEIVED BY 5 PM ON AUGUST 16, 2001. DATE AVAILABLE: ASAP

POSITION: CUSTODIAN I. LOCATION: PHYSICAL PLANT. BASE SALARY: \$5.92. DEADLINE DATE: APPLICATIONS MUST BE RECEIVED BY 5 PM ON AUGUST 17, 2001. DATE AVAILABLE: ASAP

POSITION: SOFTGOODS BUYER I. LOCATION: CAMPUS BOOKSTORE. BASE SALARY: COMMENSURATE WITH EDUCATION AND EXPERIENCE. DEADLINE DATE: APPLICATIONS MUST BE RECEIVED BY 5 PM ON AUGUST 17, 2001. DATE AVAILABLE: ASAP

POSITION: TEMP ITV FACILITATOR. LOCATION: CLOVIS COMMUNITY COLLEGE. BASE SALARY: \$6.94 PER HOUR. DEADLINE DATE: POSITION IS OPEN UNTIL FILLED WITH REVIEW OF APPLICATIONS BEGINNING AUGUST 8, 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: PRODUCER/DIRECTOR. LOCATION: KENW-TV. BASE SALARY: \$25,552. DEADLINE DATE: APPLICATIONS MUST BE RECEIVED BY 5 PM ON AUGUST 13, 2001. 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: EARLY CHILDHOOD ASSOCIATE. **LOCATION:** CHILD DEVELOPMENT CENTER. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** APPLICATIONS MUST BE RECEIVED BY 5 PM ON AUGUST 21, 2001. **DATE AVAILABLE:** ASAP

POSITION: PUBLIC SERVICES LIBRARIAN/GOVERNMENT DOCUMENTS. **LOCATION:** GOLDEN LIBRARY. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** APPLICATIONS MUST BE RECEIVED BY 5 PM ON AUGUST 17, 2001. **DATE AVAILABLE:** ASAP

Classified Ads

FOR SALE - 14 x 70 mobile home. 3 -bedroom, 2 bath with utility room on 1/2 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, 2 miles 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 - Very nice 2 bedroom house including washer, dryer, stove, and fridge, all in excellent condition. New stucco and paint outside. Large fenced yard, great neighborhood. 514 W. 15th St. Portales. Low 30's. Call 356-3163 or 799-4163.

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 BY OWNER - 3 bedroom, 2 bath, 2 car garage. This is a beautiful family home in a great neighborhood. Numerous updates and open floor plan. Features include: tiled kitchen, entry, utility and bathrooms, new kitchen appliances, big bedrooms and landscaped yard. Asking \$117,000. Located at 2108 South Avenue I Place (Yucca Addition). Call 359-1857 or 760-1864.

FOR SALE - Large solid oak computer desk and matching 2-drawer horizontal filing cabinet - asking \$200. Queen size bed, dresser, chest of drawers and nightstand - asking \$275. Call 359-1857.

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 - 1983 Chevy Monte Carlo, 350 engine and transmission. Dark blue, must see to appreciate. \$900 OBO. Call 356-3966 and leave a message.

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

FOR SALE - Phillips/Magnavox 27" stereo TV. One year old and in perfect condition. \$75. Phone 356-5322.

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 - Extra nice electric continuous clean drop-in 36" Whirlpool stove. Asking \$300. Please call to see this great buy at 356-3090.

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

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 - Clarinet (Noblet) and Flute (Geimeinhardt). Both have good cases and are in good condition. Great for students. \$200 for each. Call 359-1008.

FOR SALE - Champion brand, 2 speed, large evaporative window cooler, like new condition, \$150.00. GE electric range, free standing, good condition, \$150.00. Call 356-4717 after 5 p.m.

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.

MOVING SALE - Large and small dog crate. Large dog house and misc. items. Call 356-6713.

RENT TO OWN - Nice 2-bedroom 1-bath house for RENT TO OWN OR OWNER FINANCED. For further information call Ken Bedinger, Master Realty, 356-6607.

ROOM FOR RENT – Cable and all utilities included. Partially furnished with off street parking. ½ mile from ENMU. \$100 per month and \$50 deposit. Call 356-3966.

FOR RENT - Nice 3-bedroom, 1-bath brick house very close to ENMYU at 317 S. Ave. K, large fenced backyard, W/D hookups, garage, available September 1st but may be shown to interested tenants. \$425/mo. Plus utilities and deposit. Call 356-5916.

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 – 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.

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.

ROOMMATE NEEDED – Roommate needed to share 4 bedroom house near ENMU. All bills paid. \$250 per month. Call 356-9915.

FEMALE ROOMMATE NEEDED FOR FALL SEMESTER - Nice two bedroom apartment. Rent is \$162 per month plus utilities. Please call Cassandra at 356-9195.

KITTENS – To be given away. Call 356-8063.

KITTENS – 7 cute adorable kittens. Litter trained. Free to a good home. If interested, call Bonnie at 356-8104.

KITTENS – Free kittens, please call 359-3754.

PORTALES HEAD START – Portales Head Start is now accepting applications 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.

NEED A PAPER TYPED? - Long or short it doesn't matter!!! Call 359-3754 or 562-2856 and leave a message. Visa and Master Card accepted.

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!

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.

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.

