



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 27, 2001

Vol. 54, No. 6

Meetings

PROFESSIONAL SENATE - The next meeting will be September 18th in the UCC conference room at 1:15 pm. Future meetings are scheduled for the third Tuesday of every month – same time and location.

UNIVERSITY COUNCIL

Monday, August 27, 2001
3:10 p.m.
Regents' Room

CURRICULUM COMMITTEE MEETING

Monday, September 10, 2001
3:30 p.m.
Library Conference Room

FACULTY SENATE MEETING

Thursday, September 6, 2001
3:30 p.m.
COB113
Faculty Senate meets the 1st and 3rd Thursday of each month.

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.

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.

ENMU WEB SITE UPDATE - This is a reminder to the campus community that suggestions about the redesign of ENMU's web site are welcome. Please contact Dr. Caldwell at 562-2315 or via email at Patrice.Caldwell@enmu.edu. Suggestions will be reviewed by campus administration, working with the company handling the site design, Net//works. Thanks to the 100 + students and staff who have already provided suggestions.

DEFENSIVE DRIVING COURSE – The Defensive Driving Course will be offered on September 17th and 18th or September 19th and 20th in the College of Business 109 beginning at 6 p.m. All university employees or students who will be driving or who expect to be driving a university vehicle will need to take the class both days. All persons wishing to attend this class must pre-register with the University Police Department at West 3rd & South Avenue K by September 17, 2001. This class is offered free to university employees and students. A charge of ten dollars (\$10.00), to cover the cost of the manual is required for others who may want to take the course.

MINI PO'S REPLACED BY PURCHASING CARDS - Mastercard Purchasing Cards have replaced Mini PO's. The Business Office is currently providing training for those who have applied for cards. Each individual who purchases for their department will need to apply

for a card. 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 meals) transactions will not be permitted. For more information, please call extension 2518.

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. If you have questions, please call 2425.

TO PAY INDIVIDUALS FOR SERVICES PERFORMED A PURCHASE ORDER WILL BE NEEDED - If a University department is paying an individual to perform a service, an issue purchase order requisition must be issued prior to the service being performed. This replaces the issue check requisition method. A purchase order number for the service can be obtained by calling the Purchasing Department. Once the service is completed and to authorize payment, please return the signed Receiving's "blue" copy of the purchase order with a completed pro-tech form to Purchasing, Station 50. If you have questions, please call 2425.

REMINDER – The Library will transfer Vendacard funds to the Silver Pass Card until October 1, 2001.

ORGANIZATION FAIR – An Organization Fair will be held Tuesday, September 4, 2001 from 11 a.m. to 2 p.m. A great opportunity to let people know about your organization and recruit new members. To sign up for a table please call the Campus Union and Housing Office at ext. 2631.

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.

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.

PROFESSORS AND ADVISORS

- The Associated Students of ENMU would like to cordially invite you to attend the Family Day "Come and Go" reception on Sunday, September 9th at 2 p.m. in the Campus Union Lobby. ENMU Parents have been invited to attend the reception to learn more

about the campus. Attending the reception you will have the opportunity to speak to those ENMU Parents and help answer their questions. Refreshments will be served at the reception. If you are interested in attending the reception please contact the Student Government office at extension 2473, or address an e-mail to chrisscott_asenmuvp@hotmail.com.

BREAKFAST ON US!!

- ENMU Women would like to invite all women associated with ENMU to join us for breakfast. Come enjoy a relaxing breakfast and get to know other women from ENMU at President Gamble's house (1601 W. Cherry), on Saturday, September 8th at 9 a.m. For more info, contact Keytha Jones, 359-2321.

THE NEW MEXICO EDUCATIONAL CLEARINGHOUSE

- The New Mexico Educational Software Clearinghouse continues to receive educational software and educational materials from various companies. Recently received are two C.D.'s in the Living Books series, Mercer Mayer's "Just Grandma and Me" and "The Berenstain Bears In the Dark" From Edmark, Space Academy GX- I has been received. This C.D. teaches children about the solar system, and from Broderbund software, Marc Brown's "D.W. - The Picky Eater". A number of educational materials have also been received. These include: "Say and Do" A Vocabulary Game Board, Ask and Answer- Curious Kids Gameboards, Say and Do Grammar Game Board, Say and Do, a positive Pragmatic Game Board, Pronoun Party Game Board, Holiday and Seasonal Game Board for Speech and Language and Yesterday's Verb- Regular and Irregular Past Tense Verb Game Board. To review any of these materials contact Dr. Shaughnessy at 2791.

VALIC

- Julie Canon with Valic will be on campus August 28, 2001. She will be in the Sloan Room in the SAS Building from 1:00 pm to 5:00 pm. She will be discussing account reviews, alternative retirement and supplemental annuities. If you would like to visit her please come by.

TIAA CREF

- Stephanie Mishak with TIAA Cref will be on campus August 30, 2001. She will be in the Sloan Room in the SAS building from 9:00 am to 1:00 pm. She will be discussing alternative retirement plans. If you would like to visit her please come by.

VOLUNTEERS NEEDED

- Special

Olympics of New Mexico State Equestrian Games will be Friday September 21-22 in the Mounted Patrol Arena on the Curry County Fairgrounds. Volunteers are needed in all areas. If you or your organization would like to volunteer or for more information please contact Wanda Thornton at 762-7494

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.

SIGN LANGUAGE

- You can learn from scratch or just brush up. ASL Chat Group will meet in the SAS Atrium. Contact Charles Cree for days and times.

THE SCHOOL MUSIC PREPARATORY DEPARTMENT

- The School Music Preparatory Department announces NEW course offerings. The courses will be taught by Kindermusik and Suzuki certified teacher Eileen MacNaughton.

Kindermusik

"Wiggles and Giggle"

Ages 18 mos. - 3 years

Tuesdays; 9:00-9:50 a.m.

Tuition - \$75

Class begins Sept. 4

"Imagine That!"

Ages 3-4 years

Mondays 6:00 - 6:45 p.m.

Tuition - \$75

Class begins September 10

(Materials are not included in tuition)

Suzuki Violin - Lessons start the week of September 4

"Pre-Twinkle Program"

Ages 3 - 4

2 - 30 minute group lessons per week

Tuition - \$224

"Ages 5 and up"

1 - 30 minute private lesson and
1 - 45 minute group lesson per
week
Tuition - \$280

For more information or to register contact: Eileen MacNaughton (356-1762) or Cheryl Pachak-Brooks (562-2771)

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.

Intro to Computers & Internet Safety - with **Ellen Gardiner**, Monday, September 17, 6:00-8:30pm, UCC-107. The fee is \$30.00.

Country Sampler Quilting - for all skill levels including beginning with **Judy Matthews**, Patchwork House, Clovis, Mondays, 6:30-8:30pm, September 17-October 22, FCS-100. Please call Judy or Extended Learning for a supply list. The fee is \$35.00 with a pattern fee of \$6.00 payable to the instructor.

Swimming - for ages 4 years and up with **Ben Zatorski** and **Kristy Jones**, Mon-Thur, 4:00-4:50pm, #1 September 24-October 4, #2 October 15-25 and #3 November 5-15, Natatorium. The fee is \$40.00 and includes a Red Cross certification card for level passed.

CD Photo - with **Ellen Gardiner**, Monday, 6:00-8:30pm, either September 24 or November 12, UCC-107. Please bring 3-5 personal photos. The fee is \$30.00.

We Make Music for Preschoolers - for ages 3 and 4 years with **Nancy Jones**, Tuesdays, 5:00-5:50pm, September 25-November 13, Music Building-214. The fee is \$40.00. Recital will be November 13, 5:00pm, Buchanan Hall.

Wedding Planning Made Easy - learn how to make your wedding a

breeze with **Melissa Widner**, CWS, Saturday, 9:00am-3:00pm, September 29, COB-113 with a lunch break on your own! The fee is \$30.00 with an optional \$8.00 booklet available from the instructor.

Speedy Cross Stitch - one night for beginners with **Victoria Garrett**, Cozy Cottage Cross Stitch Shoppe, 119 S Main, Tuesday, October 2, 6:30-9:30pm. The fee is \$7.00 with a kit fee of \$5.00 payable to the instructor.

Tumbling - Let your child tumble in one of three classes this fall with **Kara D'Agistino**, GA-11. For ages 3-5 years, Thursdays, 5:00-5:50pm, September 13-December 6 (no class 11/22) for \$60.00. Space is limited to first 10 paid registrants. For ages 6-11 years, Thursdays, 7:00-7:50pm, September 13-December 6 (no class 11/22) for \$75.00. Space is limited to first 12 paid registrants. For ages 12 years and up, Mondays, 8:00-8:50pm, September 10-December 3 (no class 11/19) for \$75.00. Space is limited to first 15 paid registrants. Leotard or shorts & t-shirt required with bare feet or tumbling shoes optional. Space is limited to first paid registrants.

Personnel News Briefs

Drs. Paul T. Lockman, Jr. and **William Hawk** have had an essay entitled "Early Social Control Among the Mescalero Apache" published in *The Chesopiean* Vol. 39, Nos 1-2, Spring - Summer, 2001. An earlier draft of this paper was presented at the Western Social Science Annual Conference in San Diego, California on April 29, 2000.

Donald C. Elder III, Associate Professor of History, was named ENMU's Best Professor in a survey conducted by the Portales News-Tribune. In addition, Elder, who also serves as the "Voice of the Greyhounds and Zias" on Bergman Broadcasting, was selected as the Best Local Radio Personality.

Dr. Tracy Carr attended the 30th Annual Conference of the International Double Reed Society at West Virginia University from August 7-11, 2001.

On August 6, 2001, **Dr. Antony Oldknow**, Professor of English, presented a paper co-authored and co-presented with **Dr. Cyndy Hendershot**, ENMU Alumna and Assistant Professor of English and Philosophy at Arkansas State University, entitled "Cold-War Propaganda Cartography in United States News Magazines" at the Newberry Research Library in Chicago.

Drs. Oldknow and Hendershot held NEH-funded summer fellowships at the Newberry's Popular Cartography Institute July 9 to August 10, 2001.

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 BEGAN MARCH 20 AND CONTINUES UNTIL POSITION IS FILLED. **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.**

POSITION: SCIENCE TECHNICIAN. LOCATION: BIOLOGY & PHYSICAL SCIENCES. **BASE SALARY:** \$14,435 (COMMENSURATE WITH EDUCATION AND EXPERIENCE). **DEADLINE DATE:** OPEN UNTIL FILLED WITH REVIEW OF APPLICATIONS BEGINNING SEPTEMBER 12, 2001. **DATE AVAILABLE: ASAP.**

INTERNAL SEARCH ONLY:

POSITION: SENIOR SECRETARY. LOCATION: EDUCATION. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** APPLICATIONS MUST BE RECEIVED BY 5 PM ON AUGUST 28, 2001. **DATE AVAILABLE: ASAP.**

POSITION: POLICE OFFICER. LOCATION: UNIVERSITY POLICE DEPARTMENT, **BASE SALARY:** COMMENSURATE WITH TRAINING AND EXPERIENCE. **DEADLINE DATE:** APPLICATIONS MUST BE RECEIVED BY 5 PM ON SEPTEMBER 7, 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 BEGAN JUNE 12, 2001-CONTINUES 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: ADMISSIONS COUNSELOR. LOCATION: ENMU FIELD RECRUITMENT OFFICE (ALBUQUERQUE, NM). **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** APPLICATIONS MUST BE RECEIVED BY 5 PM ON SEPTEMBER 5, 2001. **DATE AVAILABLE: ASAP**

POSITION: UPWARD BOUND COORDINATOR. LOCATION: UPWARD BOUND, **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** APPLICATIONS MUST BE RECEIVED BY 5 PM ON SEPTEMBER 5, 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 SEPTEMBER 5, 2001. **DATE AVAILABLE: ASAP.**

POSITION: INSTRUCTIONAL TECHNOLOGY SPECIALIST. LOCATION: COMPUTER SERVICES. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:** APPLICATIONS MUST BE RECEIVED BY 5 PM ON SEPTEMBER 28, 2001. **DATE AVAILABLE: ASAP**

POSITION: PROGRAM SPECIALIST. LOCATION: TRAINING AND TECHNICAL TRAINING. **BASE SALARY:** COMMENSURATE WITH EDUCATION AND EXPERIENCE. **DEADLINE DATE:**

APPLICATIONS MUST BE RECEIVED BY 5 PM ON SEPTEMBER 14, 2001. **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**

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 BY OWNER - 3 -bedroom, 2 bath brick home. Large fenced yard with irrigation well. Asking \$79,500. Call 356-6397 and leave a message.

FOR SALE BY OWNER - 1120 Gemini Dr. Less than 5 years old, with 3 bedrooms and 2 full baths. Large closets, with A/C, with front and back yard. Extra large driveway, automatic sprinkler system, very clean and many more extras. \$86,900. Call 356-2194.

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, LEASE, OR RENT - 3 - bedroom, 2 bath home, walking distance to ENMU. Stove and refrigerator included, W/D hook-ups. Central air and heat. No pets. Call 356-6607.

FOR RENT - 30x40 storage garage, call 356-6607.

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 - 1997 Mercury Mystique, 44,000 miles, air conditioning, power options, very good condition. \$6,800. Call 356-2305 or 562-2365.

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, 4 cylinder, 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 - Nordic Track exercise machine with instructional video. Asking \$100 or best offer. Please call 356-8104 after 5 in the evening.

FOR SALE - Bicycles - one girl's, and one lady's 10-speed. Also, like new girls clothes up to 10 y.o. Call 356-4032 after 5:00 PM.

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 - 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 - Brand new home theatre speakers. Perfect for a house or apartment. Worth \$1200 asking \$500 OBO. Must go! Call 356-4929 for information.

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.

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. 1/2 mile from ENMU. \$100 per month and \$50 deposit. Call 356-3966.

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

FOR RENT - Nice efficiency apartment, good location at 516-1/2 East Amazon; \$165/mo. plus deposit and utilities. Call 356-5916.

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

FOR RENT - Remodeled, clean and neat efficiency apartment, with a fenced in yard. Built-in drawers and cabinets. One-person only-no pets. Close to campus and shopping center. Electricity, gas, and water are paid. \$220 a month, and \$200 deposit. Call 356-4032 after 5:00 PM.

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.

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

RABBITS FOR SALE – Four New Zealand Rabbits for sale. \$8 each, 2-3 months old. Call 356-0716 after 3 p.m.

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.

LOOKING FOR A BABYSITTER? - I am a mother of 2 who baby-sits in her home which is state registered and food program certified! CYFD is welcomed!!! All meals, snacks, and lots of fun provided!!! My openings are limited so call Julie @ 356-0114.

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.

FOUR SEASONS CHIMNEY SERVICE – Serving Clovis and surrounding areas. Clovis office call 762-0841.

IMMEDIATE OPENING - The Shelter for Victims of Domestic Violence in Clovis, NM has an opening for a part-time Domestic Violence Advocate. Requires bachelors degree in Psychology, sociology or related field, or any combination of related education & experience to total 4 years. Must reside in Portales, NM. Salary \$8,000 - \$10,000. Send Resume to: SVDV, P.O. Box 1732, Clovis, NM 88101. EOE NO PHONE CALLS PLEASE.

CHRISTIAN ADVISING AND BIBLE TEACHING SERVICES AVAILABLE – Please contact us if you have questions concerning spiritual matters, doubts, fears or confusion with regard

to the Bible, Christianity, or your soul's eternal destination; or if you are seeking God's will in the various situations you are facing. We are here to help you understand God's plan for you and to have confidence in these matters. Scott Jarvis, Director: Kane Wyatt, Campus Minister; phone: 356-8342, or come to the Church of Christ Student Center on campus at 207 South Avenue K.

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

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.
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