

MONTH OF FEBRUARY 2019 REPORT

DEPARTMENT: INSTRUCTIONAL DEPARTMENT

DATE: FEB. 12, 2019

DATE	UPDATES/EVENTS	DESCRIPTIONS
Feb. 6th	Four applications received for Natural Science Instructor position	<ul style="list-style-type: none">❖ Four applications were received for the Natural Science Instructor position for KC. The same ad hoc committee for the Education Instructor position was tasked to review and do interview of the four candidates. The committee has already contacted the candidates to set up interview dates and to request for documents not submitted. The chairman of the committee has set up the schedule for interview for one of the candidates.
Feb. 7th	LRC Resources Available	<ul style="list-style-type: none">❖ LRC Specialist has provided a list of resources available now at the LRC and disbursed to all faculty members. The faculty is urged to visit the library and make use of these materials.
	LRC Highlights	<ul style="list-style-type: none">❖ Received and logged in 17 periodicals this report period.❖ Spent \$879.95 for library supplies this reporting period.❖ Collected \$1.60 in fines this report period.❖ Processed 1 withdrawal this reporting period.❖ Uploaded 17 student ID cards this reporting period.
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