Spring 2024 STAR Day Event

Event Date: January 9, 2024

Event Time: 8 a.m. to 6 p.m.

Locations: Kilgore-Devall Student Center

KC Longview-Hendrix Building

Virtual (Zoom Platform)

Kilgore-Devall Student Center

Location Details Kilgore-Devall Student Center

- Location Oversite: Stephanie Arriola
- Rooms Utilized
  - 1st Floor Visitor Center
  - Testing Center-2nd Floor
  - 1st Floor Conference Room
  - Esports Lab
  - DSC Ballroom
  - Game Room
- Embedded Advisors for location site:
  - Kelley Connor
  - Shelby Ramirez
  - Jaime Delgado
  - Rachel Hurt
- TRiO EOC Staff located in 1st floor Devall Student Center Conference Room
- Esports Computer Lab usage for IT Support, student orientation, etc.
- Testing Services 2nd floor Devall Student Center normal location

Faculty Assistance for Kilgore-Devall Student Center

- Faculty Advisors assisting in the Ballroom with advising/registration
  - 5 Faculty Advisors from each academic Dean Reporting area needed

- Faculty Assistance with directing traffic
    - 6 Faculty (2 at each entrance of DSC) to assist with greeting visitors and directing them to the 1st floor visitor center to check-in for event
        - Entrance by Cashier cage (2 people)
        - Entrance by Campus Store (2 people)
        - 1st floor Visitor Center (line control/Admissions staff runner) (2 people)
    - 3 Faculty in 1st floor hallway
        - 1 at Game Room Exit (Double Doors)
        - 2 at Red Pole to guide from Esports to Ballroom for advising and/or Ballroom to Game Room for Payment/Student IDs & Parking
    - 3 Faculty Inside Game Room to assist with crowd control, answer general questions, runner for Financial Aid and Cashier staff
    - 4 inside Ballroom to assist with crowd control, answer general questions, assist with connecting students with advisors, runner as needed
    - 2 Faculty in Esports Computer Lab to assist students and IT staff with MFA setup, completion of orientation online, setup Office 365 account, general IT student usage at KC
- 1 Faculty to assist with front desk coverage in Testing Services
- 2 Faculty to assist with Financial Aid Appeals Committee-2nd floor Conference table (see Jackie Kelley, Financial Aid Director)

IT Needs:

- Power Supplies
    - Ballroom
    - Game Room
    - Devall Center Conference Room (1)
- Printers
    - Ballroom
    - Game Room
    - Devall Center Conference Room (1)

Kilgore College Longview-Hendrix

Location Details KC Longview-Hendrix Building

- Location/Event Oversite: Callie Blakely
    - Supported by Amanda Jackson and Michael Henry
- Rooms Utilized in Hendrix Building
    - Room 105
        - Technology setup (Orientation, MFA, AccessKC, Office 365, Blackboard)
        - TSI Assessment Pretesting
    - Room 207
        - Advising and Registration
    - Room 206
        - Financial Aid
        - EOC
    - Testing Services regular location
- Embedded Advisors for location site:
    - Michael Henry
    - Andrea Gauthier
    - Daniela Venegas
    - Alex Knox

Faculty Assistance for Kilgore College Longview-Hendrix Building Needed

- Faculty Advisors assisting in the Hendrix Room 207 with advising/registration
    - 5 Faculty Advisors from each academic Dean Reporting area needed
- Faculty Assistance with directing traffic
    - 1 Person as a gate keeper for Room 206
    - 1 Person as a gate keeper for Room 207
    - 3 People assisting in Room 105
    - 2 People assisting in Bookstore
    - 2 People directing traffic in main hall near Student Lounge
    - 3 People at Center Street Entrance and East Side Entrance Hall
    - 2 People at High Street Entrance
    - 2 People to float/runners

IT Needs:

- Scanner for Financial Aid Room to scan FA documents

Faculty Assistance for Virtual Advising-Zoom

Zoom Link for Event:

https://us02web.zoom.us/j/83462480199?pwd=NTlJWWVCbUJpK20yaWtYeWoyM0hEUT09

Meeting ID: 834 6248 0199

Security Passcode: 157528

- Embedded Advisor over platform-Rhonda Heinsohn
- Faculty Advisors assisting in the Ballroom with advising/registration
    - 2 Faculty Advisors from each academic Dean Reporting area needed
- Financial Aid Coverage-
- Cashier Coverage-