



DATE: January 1, 2025

TO: Kilgore College Board of Trustees
Kilgore College Employees
Kilgore College Bible Chairs

FROM: Tracy A. Skopek

SUBJECT: Opening Week Activities for Spring 2025

Happy New Year and welcome back. As you prepare for the spring semester, here are a few reminders and informational items regarding next week. For faculty and staff who are involved in Late Registration and various meetings throughout the week of January 6th, you will find your assignments in the group of opening week documents at www.kilgore.edu/opening-week. As always, please notify your immediate supervisor if you are unable to carry out your assigned responsibilities.

A few highlights of the first weeks are:

- Monday, Jan. 6— **Spring Convocation** begins at 8:00 a.m. in the Devall Ballroom; **CRASE Training Parts I & II** (Kristi McPherson)
- Tuesday, Jan. 7— **Star Day** (Kilgore Library and Longview Hendrix Building); **Emergency Operations Training for ICT** (Devall Ballroom – By Invitation); **Emergency Operations Training for Building Captains** (Devall Ballroom – By Invitation); **Accommodating Students in the Classroom** (Woodfin & Virtual/Zoom link will be provided – Lacey Carter)
- Wednesday, Jan. 8— **General Faculty Meeting** (Van Cliburn Auditorium – Dr. Tracy Skopek); **Liberal & Fine Arts Divisional Meeting** (VCA – Donny Seals); **Public Services & Industrial Technologies Divisional Meeting** (ATC 109 – D’Wayne Shaw); **Business & STEM Divisional Meeting** (ES 134 – Kristen Stovall); **Health Sciences Divisional Meeting** (Torrence Health Science Education Center – Jennifer Bray); **eLearning** (Virtual/Zoom link will be provided – Dr. William Stowe/Brian Johnson)
- Thursday, Jan. 9— **Star Day** (Virtual via Zoom); **Introductory Assessment Workshop/Lunch & Follow-Up Discussion** (Library – Parisa Naghshpour)
- Friday, Jan. 17— **MLK Dual Credit Scholarship Breakfast** (By Invitation)
- Saturday, Jan 11— **Star Day** (Kilgore Devall Student Center)
- Monday, Jan 13— **First Day of Spring Classes**
- Monday, Jan 13 & Tuesday, Jan. 14— **Administrative Changes - Advisors**

I look forward to seeing all of you as we begin a new academic year!

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