



DATE: December 12, 2025

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

FROM: Donny Seals

SUBJECT: Opening Week Activities for Spring 2026

For faculty and staff who are involved in Late Registration and various meetings throughout the week of January 5th, 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:

- Tuesday, Jan. 6—**Star Day** - Kilgore & Longview Campuses (Kilgore – Library, Longview – Hendrix Building – (Stations remain open until all students in line at 6:00p.m. have been served.); **Power BI Training** (A Zoom Link will be sent to those invited to this training - Natalie Bryant); **Accommodating Students in the Classroom** (Woodfin & Virtual – Zoom link: <https://us02web.zoom.us/j/83561388658?pwd=JZq0JDaK5YJybJubbaqSigW15gcvgE.1> – Lacy Carter)
- Wednesday, Jan. 7—**General Faculty Meeting** (VCA – Donny Seals); **Liberal & Fine Arts Divisional Meeting** (VCA – Jase Graves); **Industrial Technologies Divisional Meeting** (ATC 109 – Brandon Belken); **Public Services Divisional Meeting** (TV 107 – Johnny Zackary); **Business & STEM Divisional Meeting** (ES 134 – David Rangel); **Health Sciences Divisional Meeting** (Torrence Health Science Education Center – Jennifer Bray); **eLearning** (Zoom link: <https://us02web.zoom.us/j/87973672254?pwd=UxV2mFawZFbpQ9UFFfMB5MJKHfmb2C9.1> – William Stowe/ Brian Johnson)
- Thursday, Jan. 8—**Star Day** – (Virtual Via Zoom); **Annual Planning** - Instructional Programs, Directors/Chairs; Academic Departments & Transfer Program Chairs; Non-Instructional Department Heads (McLaurin 2nd floor – Rachel Abouras/ Ursula Dyer); **Power BI Training – Training** (A Zoom Link will be sent to those invited to this training - Natalie Bryant)
- Saturday, Jan. 10—**Star Day** (Kilgore Devall Student Center)
- Monday, Jan. 12—**First Day of Spring Classes**
- Monday, Jan. 12 & Tuesday, Jan. 13—**Administrative Changes – Advisors** (Library; 9 a.m. to 6 p.m.; Longview Advising Offices (Suite 100); 9 a.m. to 6 p.m.; Virtual via Zoom; 8 a.m. to 6 p.m.)
- Friday, Jan. 16—**MLK Dual Credit Scholarship Breakfast** (By Invitation)

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

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