



**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 5<sup>th</sup>, you will find your assignments in the group of opening week documents at [www.kilgore.edu/opening-week](http://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=UxV2mFawZFbpQ9UFfMB5MJKHfmb2C9.1> – 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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