

New Program Request Form CA1

General Information

Institution submitting proposal	Neosho County Community College
Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i>	Brenda Krumm, Title III Director, Dean of Outreach & Workforce Development 620.432.0364 bkrumm@neosho.edu
Identify the person responsible for oversight of the proposed program	Brenda Krumm
Title of proposed program	Paralegal
Proposed suggested Classification of Instructional Program (CIP) Code	22.0302 Legal Assistant/Paralegal
CIP code description	A program that prepares individuals to perform research, drafting, investigatory, record-keeping and related administrative functions under the supervision of an attorney or court. Includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.
Standard Occupation Code (SOC) associated to the proposed program	23-2011 Paralegals and Legal Assistants
SOC description	Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.
Number of credits for the degree <u>and</u> all certificates requested	AAS Degree = 64 Certificate = 30
Proposed Date of Initiation	Fall 2021
Specialty program accrediting agency	Approval by the American Bar Association (after 2 years of operation)
Industry certification	Certified Paralegal (CP) from the National Association of Legal Assistants (NALA); or Professional Paralegal (PP), Accredited Legal Professional (AL), or Certified Legal Professional (CLP) from NALS.

Signature of College Official Sarah R Robb Date 4/6/2021

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices (i.e., minutes of meetings, industry support letters, CA1-1a form).

Program Description

- **Provide a complete catalog description (including program objectives) for the proposed program.**

This program prepares students for a successful career as a paralegal. Paralegals perform delegated legal work such as drafting documents, conducting legal research, interviewing and investigating. According to the Kansas Occupational Projections 2016 - 2026 there is an expected growth of 19.9% in the paralegal field and a median wage of \$40,035.

Students entering the program with an associate of arts, associate of science, or a baccalaureate degree from an accredited college will take the **Paralegal Certificate** pathway. Students without a degree will be on the **Associate of Applied Science Degree in Paralegal** pathway.

Upon successful completion of the course requirements with a grade of a “C” or better in the paralegal certificate courses, students will be eligible to apply for one of two national examinations. Those examinations are:

1. National Association of Legal Assistants, Inc. exam to become a Certified Paralegal (CP), or
2. NALS exam to become a Professional Paralegal (PP) or Accredited Legal Professional (AL)) or a Certified Legal Professional (CLP).

Students will have the opportunity to become members of the Heartland Paralegal Association (HPA) which is a not-for-profit professional organization dedicated to the advancement of the paralegal profession.

General Education Courses

The Paralegal AAS degree program requires students to take English Composition I and II, Computer Concepts and Applications, American Government, General Psychology, Introduction to Sociology and Fundamentals of Speech. New students who have not already completed 15 credit hours or a similar course at another institution are required to take First Year Seminar.

Program Outcomes

1. +Describe an overview of the legal system and the role of the paralegal.
2. +Describe the ethical responsibilities of the paralegal.
3. +Demonstrate accurate written legal communication skills.
4. +Employ effective legal research skills including manual and technology-supported research.
5. +Demonstrate effective legal analysis skills.
6. +Apply critical thinking skills in paralegal work assignments.
7. +Prepare accurate legal documents including memoranda, motions, pleadings, and related court documents.
8. +Differentiate between authorized and unauthorized practices of law.
9. +Draft accurate contract documents including offers, acceptances, and contract clauses.
10. +Draft accurate documents relating to real estate transactions.
11. +Demonstrate appropriate interviewing and investigating skills.

12. +Demonstrate employability skills.
13. Describe the substantive and procedural principles of family law.
14. Describe the substantive and procedural principles of criminal law.
15. Describe the formation, operation, and dissolution of multiple business organization formats.
16. Demonstrate the use of research sources commonly used by labor and employment attorneys.
17. Articulate the role of the paralegal in developing wills, estates, and trusts.

Program outcomes identified with “+” apply to degree and certificate programs. Unmarked outcomes apply to the AAS degree only

- **List and describe the admission and graduation requirements for the proposed program.**

Admission: Although there are no examinations required for general NCCC admission, all degree-seeking students and students enrolling in English composition or mathematics courses must provide placement scores from a testing instrument approved by the college. Degree-seeking students without placement scores must take the college’s resident placement test or provide a HS transcript/GPA.

Official transcripts of all GED or high school work and transcripts of all prior college coursework are required of all degree-seeking students. Transcripts must be sent directly to the Registration department at NCCC by the issuing school.

The following are categories of students who will be admitted to NCCC:

1. Graduates of an accredited high school;
2. High school students who have completed the freshman year of high school and are approved by the high school administration;
3. Gifted children, as defined in K.S.A. 72-962 (g), who are enrolled in any of the grades 9 through 12 and who have been recommended for early college enrollment;
4. High school students who have not completed their freshman year or have not been designated as gifted may enroll for audit during summer session with permission of their high school principal;
5. Persons who have successfully completed the General Education Development (GED) test battery;
6. Persons 18 years of age or older who have not graduated from a state-accredited high school may be admitted conditionally after taking an appropriate placement test or providing an unofficial 6-7 semester HS transcript, or other suitable assessment to determine if the student has the ability to benefit from the courses in which the student wishes to enroll;
7. Students transferring from an accredited college or university;
8. Students that have been determined by NCCC, after evaluation of their educational credentials, to be able to benefit from the courses in which they wish to enroll.
9. Students who demonstrate the ability to benefit from college as defined by NCCC policy.
10. Home-schooled students and those from non-accredited high schools will be accepted for admission provided they take the ACT or SAT exams and obtain an ACT composite score of 20 or higher, or an SAT composite score of 850 or higher. Students with scores below these minimums will be required to pass the GED exam. Home schooled students and those from non-accredited high schools will also be accepted for admission if they have completed the ACCUPLACER test and taken college courses as a junior or senior in high school.
11. International students have specific admissions requirements and are encouraged to work with the admissions office for current requirements. Admissions@neosho.edu

The Paralegal program does have specific admissions requirements. In order for the paralegal program to be approved by the American Bar Association, it must adhere to Item G-403 in the American Bar Association's Guidelines for the Approval of Paralegal Education Programs, which states:

- The admission policies of the program of education for paralegals must be designed to enroll students qualified for and interested in careers as paralegals.
- Students admitted to the program must have a high school diploma or have passed an examination that demonstrates equivalency to a high school education, or must otherwise demonstrate that they have the capability of performing work at the college level.
- Students must be selected on a basis consistent with the philosophy and objectives of the program.
- A number of admission criteria, both objective and subjective, should be used to reflect a rational process for selecting students so that success as paralegals can be reasonably predicted.
- Students may be admitted with advanced standing when their performance in parallel courses at other institutions or on special qualifying examinations meets established achievement standards.

Before application to the Paralegal program, NCCC will require students to successfully complete (grade C or better) one semester of courses which include two program required courses: SOSOC 101 American Government and PLGL 100 The Paralegal in the Legal System.

A written application will be submitted to program staff as part of the program admissions process. In addition to the written application, an oral interview will be conducted.

Graduation with Certificate: The Board of Trustees grants a variety of certificates. Requirements for the certificates include the successful completion of all courses within the certificate and a minimum cumulative GPA of 2.0 in all courses within the certificate. To be eligible for a certificate, students must have earned at least 50% of the certificate hours from NCCC including their final semester at NCCC.

Course numbers under 100 will not count toward the hours required for the certificate. All currently enrolled students who plan to receive a certificate at the conclusion of any semester must file an *Intent to Receive Certificate* form at the time they enroll for their final semester so that their records may be checked to ensure that all certificate requirements have been met.

The NCCC Paralegal certificate program requires students who enter the program with an Associate degree and to successfully complete an additional 30 credit hours of paralegal coursework to earn the certificate.

Graduation with AAS Degree: The Board of Trustees grants the Associate of Applied Science degree. Requirements for the degree include the successful completion of a minimum of sixty-four (64) semester hours credit and a minimum cumulative GPA of 2.0. To be eligible for graduation, students must have earned at least eighteen (18) credit hours from NCCC. Requirements for graduation may be completed during any semester. Students may participate in the graduation ceremony if no more than 9 credit hours are needed to complete their degree and the student plans to complete the last of their requirements during the following summer term. Any change in graduation requirements must be approved by the Vice President for Student Learning.

Course numbers under 100 will not count toward the sixty-four (64) credit hours required for the associate degrees.

All currently enrolled students who plan to graduate at the conclusion of any given semester must file an *Intent to Graduate* form at the time they enroll for their final semester so that their records may be checked to ensure that all graduation requirements have been met.

The NCCC Paralegal AAS degree requires students to successfully complete the 64 credit hours identified for the degree program.

Demand for the Program

- **Using the Kansas Department of Labor’s Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.**

2018-2028 Data: The Kansas Occupational Projections shows the following for Paralegals and Legal assistants:

Employment		Change in Employment			Openings due to						Total	
2018	2028	Numerical	Percent Annual	Percent Annual	Exits	Exits Annual	Transfers	Transfers Annual	Numerical Change	Numerical Change Annual	Openings	Openings Annual
2,354	2,668	314	13.3%	1.3%	838	84	1,818	182	314	31	2,970	297

The Kansas Department of Labor Long-term Occupation Projections 2018-2028 indicate a statewide change of employment for Paralegals and Legal Assistants (23-2011) of 13.3% with an annual median wage of \$40,110 with an associate degree as the typical education needed for entry. Annual openings equate to 297 jobs per year.

Wages: Annual Mean: \$44,460
 Wages: Annual Median: \$40,110
 Typical Education Needed for Entry: Associate’s degree

Emsi job posting analytics show that from February 2020 to February 2021, roughly 2,210 total postings (668 unique postings) were advertised statewide with a median advertised hourly wage of \$20.00 per hour.

- **Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.**

The local industry employers have written letters in support of the program. The specific support is as follows:

Griebat Law Office, P.A.

1. Serve on the advisory board
2. Hire students as interns
3. Interview/hire qualified graduates

Kluin Law Office, LLC

1. Speak to the class as a guest speaker
2. Serve on the advisory board
3. Hire qualified workers trained through the program

4. Provide a \$250 scholarship

R. Kent Pringle, P.A.

1. Speak to the class as a guest speaker
2. Hire students as interns
3. Provide referrals for placement of graduates

Timothy D. Clover, LLC

1. Speak to the class as a guest speaker
2. Serve on the advisory board

Brian Duncan

1. Serve on the advisory board

Seth Jones

1. Have students serve as interns/trainees
2. Serve on advisory board
3. Interview qualified graduates

- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, the agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CAI materials for review purposes. The agreement will not be published or posted during the comment period.

Neosho County Community College (NCCC) was approached by a local attorney about developing a paralegal program. That conversation prompted conversations with other attorneys who indicated they would definitely utilize paralegals if they were available.

The paralegal program was written into NCCC's 2019 Federal Department of Education Title III Strengthening Programs grant application. That grant was funded, in part, based on the need documented in the grant narrative.

NCCC considered the following points before deciding to move forward and develop a training program.

- No program like this is available in Southeast Kansas.
- The most recent Kansas Paralegal Compensation Survey was reviewed, showing the following:
 - Firm/Organization Structures
 - Top 3 firms reported: 1. Private Law Firm, 2. Public Sector, 3. Corporate
 - Top 5 Areas of Law Reported: 1. Litigation (Civil), 2. Estate Planning/Probate Law, 3. Commercial/Contract Law, 4. Labor/Employment Law, 5. Personal Injury Law
 - Median Number of Paralegals in Firm/Organization: 8:08
 - Median Number of Attorneys in Firm/Organization: 27:47
 - Salary Structure (Full-Time Paralegals):
 - 2016 Median Gross Annual Salary: \$50,663
 - Median Salary Increases in 2016: 3.10%

- Median Bonus for those who reported receiving a bonus: \$1,959.62

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

CIP Code	Program Name	Institution	Award	Total # Declared Majors	Total # Concentrators	Total # Graduates	Total # Pursuing Additional Education	Total Graduates Exited	Total Graduates Exited & Employed	Average Wage: Graduates Exited & Employed	Median Wage: Graduates Exited & Employed
22.0302	Paralegal	Hutchinson Community College	Cert/AAS	29	13	*17	*	*	*	*	*
	Paralegal	Johnson County Community College	Cert/AA	64	38	33	19	15	14	\$45,201	\$39,908

- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

Collaboration was not pursued with other institutions of higher education. There is no paralegal program in Southeast Kansas and the two other programs are 139 and 158 miles away from Chanute.

This training was requested by Ash Grove Cement, Chanute High School and Iola High School, as well as other Southeast Kansas industries. Collaboration is occurring with these entities.

Collaboration was not efficient in this case.

Program Information

1. List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program.

PREREQUISITE SEMESTER

CURR 100 First Year Seminar

1 credit hour

The First-Year Seminar is a course designed to assist students in developing the basic skills necessary to be successful in college. It is important to discuss the transition to college. The student experience will be examined through self-reflection. Topics covered will include effective study habits, time management, note taking, memory development, and career and academic planning. Information on utilizing available college and community resources will also be presented.

ENGL 101 Composition I

3 credit hour

English Composition 101 consists of instruction and practice in the fundamentals of writing with emphasis on grammatical correctness, acceptable usage, and effective organization of ideas. Exposition is the primary basis for such emphasis. Individuals will proceed through basic skills tests.

CSIS 100 Computer Concepts and Applications

3 credit hour

This course consists of a survey of applications, information needs in business, microcomputers, and information systems designed to meet these needs. Standard software packages available to support a microcomputer-based executive work station will be reviewed. Included are descriptions of and "hands-on" work with operating systems, word processing, electronic spreadsheets, database management systems, multimedia development tools, and local area networks.

COMM 207 Fundamentals of Speech

3 credit hour

This is a basic course designed to prepare students to communicate effectively in both private and public speaking situations. Emphasis is given to fundamental of communication as well as composition, organization, and delivery of speech presentations.

SOSC 101 American Government

3 credit hour

This course presents the basic structure and function of the American system of government through the use of contemporary issues.

PLGL 100 The Paralegal in the Legal System

3 credit hour

This course provides a practical introduction to the legal field, particularly the role of the paralegal. Legal principals and applications are explored including prosecution, defense, and appellate processes.

SEMESTER I

ENGL 289 Composition II

3 credit hour

Constructive writing is continued from Composition I with a focus on the incorporation of research into one's prose by utilizing discipline appropriate citation guidelines. Readings from various disciplines are used to acquaint students with diverse opinions and to encourage them to organize their own ideas on a variety of topics. Practice in effective writing and development of an adequate vocabulary are emphasized.

SOSC 100 Introduction to Sociology

3 credit hour

This course will introduce students to a broader understanding of their social world in the context of our global society, with a focus on human interactions and social institutions. Contemporary issues, historical events, and everyday occurrences will be explored by students using their personal sociological imagination along with an application of the major theoretical perspectives, research, terms, and concepts of sociology.

PLGL 105 Civil Procedure I

3 credit hour

This course introduces students to the methods of pre-trial procedures. Students will learn the various rules that govern civil litigation and the stages of civil litigation that involve the paralegal. Students will draft documents such as pleadings and discovery requests as well as others used in the civil litigation process.

PLGL 110 Civil Procedure II

3 credit hour

This course is a continuation of pre-trial procedures advancing into post-trial practices. Students will learn the rules that govern civil litigation and the stages of civil litigation that involve the paralegal. Students will learn processes associated with document requests, admission requests, settlements, dismissals, trial techniques, and post-trial practice relative to the civil litigation process.

PLGL 115 Contracts

3 credit hour

This course provides an overview of contract law and the process of drafting contracts. In addition, this course covers contract review skills (manual and electronic), contract data extraction, data entry, and contract tracking.

SEMESTER II

PLGL 120 Real Property Law

3 credit hour

This course presents concepts of real property law including definitions, rights and duties of ownership, land use, conveyances, and the recording of and searching for real estate documents. The course focuses on the paralegal's role in real property law.

PLGL 125 Legal Research and Writing

3 credit hour

This course introduces students to legal research and analysis, citation, and writing. Students will demonstrate the ability to retrieve data from authoritative legal sources both print and other media. Students will learn to analyze case law, statutes, and secondary legal authority. Students will begin writing case briefs and memoranda.

PLGL 130 Advanced Legal Research and Writing

3 credit hour

This course is a continuation of legal research and writing. It advances skills in research, writing, and legal analysis. Development of legal argument, format, and use of legal citations will be emphasized. Students will utilize WESTLAW and/or LEXIS, and the Internet as research tools. The course includes writings such as memorandums of law, brief case opinions, and expands legal writing. This course also covers management of the research processes utilizing research models to enhance efficiency and effectiveness.

PSYC 155 General Psychology

3 credit hour

This course is designed as an introduction to the field of psychology and will emphasize a variety of content areas including, but not limited to, the philosophical basis of psychology, underlying principles of scientific methodology, neuroscience, learning, intelligence, sensation/perception, memory, consciousness, personality, life-span development, and psychopathology and treatment. Upon successful completion of this course, the student will have a fundamental knowledge of the broad field of psychology in the aforementioned areas, among others.

PLGL 135 Family Law

3 credit hour

This course covers rules of procedure applicable to family matters including divorce, separation, custody, adoption, change of name, guardianship, support, and settlement agreements. Students will learn to draft pleadings, including a petition for divorce, a petition for adoption, decrees, settlement agreements and motions for modifications.

SEMESTER III

PLGL 210 Paralegal: Ethics, Interviewing, and Investigation **3 credit hour**

This course covers ethical rules and standards covering the legal profession, interviewing clients and witnesses, and investigative tasks associated with legal analysis and proceedings.

PLGL 215 Paralegal: Criminal Law **3 credit hour**

This course covers the role of the paralegal in regard to criminal law. An overview of criminal law will include the definitions and elements of common crimes against persons and property as well as various legal defenses available to criminal defendants. Procedures of criminal law will be covered to highlight the constitutional safeguards from arrest through trial. Students will learn to draft legal documents associated with criminal litigation.

PLGL 220 Paralegal: Wills, Estates, and Trust **3 credit hour**

This course covers the role of the paralegal in regard to wills, estates, and trusts. Students will learn the appropriate procedures relevant to drafting and interpreting will and trust documents, and will become familiar with the processes of estate planning. Students will learn to draft legal documents associated with wills, estates, and trusts.

PLGL 225 Paralegal: Labor and Employment Law **3 credit hour**

This course covers laws regarding employment and employment discrimination. It examines the employer-employee relationship from the interview through separation. The course distinguishes the role of employee and independent contractor. Students will learn rules governing employment discrimination and will explore “at will” employment doctrine.

PLGL 230 Paralegal: Business Organizations **3 credit hour**

This course covers principles pertaining to business organizations. Topics include the individual characteristics of various business organizations such as publicly held and closely held corporations, general partnerships, sole proprietorships, limited liability partnerships, limited liability corporations, laws governing the creation and operation of these entities, their dissolutions and liquidations. Bankruptcy codes relevant to business will be discussed and students will learn filing of bankruptcy petitions, motion practice, the role and powers of the bankruptcy trustee, dischargeability of debts, reorganization of the business, and the analysis and preparations of statements and schedules.

SEMESTER IV

PLGL 250 Paralegal: Paralegal Internship **3 credit hour**

This course provides work experience as a legal assistant under the supervision of a practicing attorney. The work experience will vary depending according the particular attorney case load; however, legal ethics will be emphasized throughout. A minimum of 135 hours will be spent at the internship job site.

- 2. If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.**

Students entering the program with an associate of arts, associate of science, or a bachelor degree from an accredited college will take the **Paralegal Certificate** pathway. Students without a degree will be on the **Associate of Applied Science Degree in Paralegal**

pathway. An associate degree is required to sit for the national examination plus a minimum number of paralegal credit hours.

3. Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.

Recommended Sequence of Courses

Prerequisite Semester

CURR 100 First Year Seminar	1
ENGL 101 English Composition I	3
CSIS 100 Computer Concepts and Applications	3
COMM 207 Fundamentals of Speech	3
+SOSC 101 American Government	3
+PLGL 100 The Paralegal in the Legal System	3
Total	16

Apply for Program Acceptance

Semester I

ENGL 289 English Composition II	3
SOSC 100 Introduction to Sociology	3
+PLGL 105 Paralegal: Civil Procedure I [8wks]	3
+PLGL 110 Paralegal: Civil Procedure II [8wks]	3
+PLGL 115 Paralegal: Contracts	3
Total	15

Semester II

+PLGL 120 Paralegal: Real Property Law	3
+PLGL 125 Paralegal: Legal Research and Writing [8wks]	3
+PLGL 130 Paralegal: Adv Legal Research and Writing [8wks]	3
PSYC 155 General Psychology	3
PLGL 135 Paralegal: Family Law	3
Total	15

Semester III

+PLGL 210 Paralegal: Ethics, Interviewing and Investigation	3
PLGL215 Paralegal: Criminal Law	3
PLGL 220 Paralegal: Wills, Estates, and Trusts	3
PLGL 225 Paralegal: Labor and Employment Law	3
PLGL 230 Paralegal: Business Organizations	3
Total	15

Semester IV (Final Semester)

+PLG 250 Paralegal Internship	3
Total	3

Total AAS Degree 64

CERTIFICATE PATHWAY

Certificate pathway students must successfully complete (2.0 or better) all courses identified with an "+" above.

- 4. List any pertinent program accreditation available:**
- Provide a rationale for seeking or not seek said accreditation**
 - If seeking accreditation, also describe the plan to achieve it**

This program has been designed to meet the approval processes of the American Bar Association (ABA). One Zoom conference has been held with ABA representatives. This program is not eligible for ABA approval until it has been in operation for two years and had graduated students.

As soon as the program is eligible for the ABA approval process, it will be submitted for review.

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.
 1. *Required* – National certification as a paralegal by one of the four national certification exams (or eligible).
 2. *Required* – At least three years of work in the legal field.
 3. Master’s Degree in law, Juris Doctor, preferred.
 4. Experience in higher education curriculum development/instruction, preferred.
 5. Valid driver’s license, required.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).

All of the startup costs associated with the program will be funded through a Title III Strengthening Institutions Grant. Paralegal is one of three programs to be funded with this 2.25M grant from the Department of Education.

Costs:

Physical Facilities:	\$15,150
Upgrade an existing classroom with new chairs, student desks, AppleTV, amp, speakers, blu-ray, AV lectern, smart board, projector/mount/cables, and white boards	
Paralegal Library Resources:	\$13,222
Reference books with shelving West Law and LexisNexis databases	
Faculty:	
1 full-time faculty member	\$45,000

- Provide detail on **CA-1a form**. See attached
- Describe any grants or outside funding sources that will be used for the initial start up of the new program and to sustain the proposed program.

All of the startup costs associated with the program will be funded through a Title III Strengthening Institutions Grant. Paralegal is one of three programs to be funded with this 2.25M grant from the Department of Education.

Program Review and Assessment

- Describe the institution’s program review cycle.

Program Review Guidelines

Revised 9-18-2019

PROCEDURES OF THE PROGRAM REVIEW

The program review process reaffirms viability of the program and allocation of college resources in support of the mission, vision, and purposes of NCCC. Academic program reviews are required on a published cycle to ensure appropriate evaluation, accountability, and performance assessment.

The program faculty will generate the complete program review based on the guidelines provided. They will give a brief presentation to the committee highlighting sections 1-3. Sections 4 & 5 will be discussed and finalized by the program faculty and the review committee. Responsibility for completion of program reviews will be the full-time instructor or group of instructors responsible for the program. If no full-time faculty member is in charge of the program the division chair or program coordinator/director will be responsible for completion.

An analysis of the program review report will be during a Program Review committee meeting. The committee will rule on the program review in one of three ways:

- Endorse completely
- Endorse with required revision
- No Endorsement

The CAO has the ultimate responsibility for accepting the Program Review.

Completed Program Review Documents are to be stored in T:Common under Program Review and the year of completion.

TIMELINES

- Generally, the program review cycle will be every five years. Exceptions may include those programs with additional external accreditation requirements.
- Email Data request to IR, the Coordinator of Assessment, and the CFO: Program faculty must allow a three week timeframe between the data request and receiving data from IR.
- Report:
 - A copy of the report should be sent to the supervisor for the program at least two weeks prior to the review meeting. Once approved by the supervisor, the report will be sent to the committee.
 - An electronic version is due to the Program Review Committee (from program faculty) at least one week prior to the review meeting, hard copies are not necessary. The length of the document is *suggested* to be between 15-20 pages.
- Due Dates: Will be established annually by the Vice President for Student Learning.

Organization of Document

Title Page: Title of Program, Name(s) of Author(s), Date, Years included in the Review

PLEASE INCLUDE PAGE NUMBERS IN THE DOCUMENT.

Section 1: Alignment of program mission and purposes with mission and purposes of NCCC.

- A. Describe and give examples of how your program has met the mission, vision, and purposes of NCCC since the last program review.
- B. Brief History of the Program (Previous recommendations and SWOT analyses)

Section 2: Curriculum of Program and Outcomes Assessment

- 1) Program sheet (attach a copy of the program sheet(s))
- 2) Please provide a list of the core courses as shown on the program sheet. If there is important information about any discipline-related electives, list those electives here as well.
- 3) Please describe all methods of assessment used in the program. Does this discipline use a common assessment method? If so, describe the method and if that has any influence at the program level. Please gather information from ALL instructors in the discipline to provide a comprehensive list of assessment methods.

- 4) Program outcomes and matrix (attach copies of the most recent program outcomes and matrix)
- 5) Assessments
 - 1) **Course Assessments:** For each core course, provide the weighted average per course outcome for the four years involved in the review. Also, please provide an analysis of those scores by evaluating the trends (if any), and including information from instructor narratives from assessment report archives when applicable.
Program Assessments: For the program, provide the weighted average per program outcome for the four years involved in the review based on data from the two biennial program assessment reports. Based on the Program Review Schedule, a program assessment report may be due along with a program review. Also, please provide an analysis of those scores by evaluating the trends (if any), relate any important information from the course assessment analysis, and provide any applicable information from the two biennial program assessment reports that were completed during this five-year cycle.
 - 2) Discuss any course or program outcome changes with the rationale for the change and make recommendations for any outcome changes in the future (if change is needed). Please note how the change(s) have/may affect instruction and/or curriculum content.
- 6) Efforts to stay current in curriculum
 - 1) Advisory groups
 - 2) Attendance/input from Kansas Core Outcomes Group meetings
 - 3) Professional Development
 - 4) Other
- 7) Identification of any barriers (if present) that are impeding the pursuit of professional development in your discipline.

Section 3: Data – Enrollment and Resources

Information in this section will be provided by Institutional Research. Send an **email to Institutional Research** requesting this data for the core courses **at least three weeks before faculty wish to analyze the data for the report.**

- A. Enrollment numbers per year for the last five years:
 - 1) Each Course
 - a) Headcount
 - b) Credit hours generated
 - c) FTE
 - d) Grade distribution
 - e) Withdraw numbers and percentages
 - 2) Enrollment by site, day/night
 - a) Headcount
 - b) Credit hours generated
 - 3) Instructor Information
 - a) Fulltime instructors (List instructors)
 - b) Adjunct instructors (List instructors)
 - c) Percentage of courses taught by full and part-time instructors
 - 4) For AAS programs and certificates:
 - a) Students in major/program
 - b) Number of graduates/certificate completers
 - c) Job placement information if possible*
Suggestions for getting job placement data: Program Surveys, Follow-Up Report, and K-TIP report (available on KBOR's website under "Workforce Development")
 - d) Licensure exam pass rates
 - e) Number of concentrators who did not complete the program of study
 - 5) For AS, AA, AGS programs:
 - a) Transfer information from State Universities*
ESU data from Vice President's office
 - b) Number of students with program emphasis (please do not include student names or identifiable information)
 - c) Number of graduates meeting program emphasis requirements
- *Information that is not provided by Institutional Research.*

- B. Cost information for the last five years:
Contact the chief financial officer for data needed in this section.
- 1) Annual budget with summary of any significant changes
 - 2) Provide a list of core course/program specific fees
 - 3) Any fund 70 account balance
 - 4) Any contributions from outside sources (grants, donations, etc.)

Section 4: SWOT

Program Faculty will complete a SWOT analysis and propose justification/recommendations for the program review in the report. Assessment and Program Review committee members will collaborate with program faculty to finalize the SWOT analysis and provide final recommendations for the review to the Chief Academic Officer.

- A. SWOT analysis of **Program** based on above information. Include changes made since the last program review (see last SWOT analysis).
- 1) Strengths
 - 2) Weaknesses
 - 3) Opportunities
 - 4) Threats
 - 5) Action Plan (Proposed recommendations for the program – please include a person responsible and a timeline for implementation if approved)

Section 5: Justification/Recommendations for Program (to be approved by the VPSL upon completion of the review)

- A. Should the program be maintained, strengthened, diminished or removed and why.
- B. Based on this review, what changes will be made to this program.
- C. Additional resources needed/requested to maintain or strengthen the program.
(All recommendations should be tied to outcomes assessment results.)

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee
(including a list of the business and industry members)
 Minutes below.

FIRST NAME	LAST NAME	LAW FIRM	ADDRESS	CITY	STATE	ZIP	PHONE
David	Bideau	Bideau Law Offices	18 N. Forrest	Chanute	KS	66720	620.431.2742
Brian	Duncan	Brake & Duncan	101 W. Main	Chanute	KS	66720	620.431.2600
Brandon	Cameron	Heinz, Jones & Cameron	301 S. Main	Erie	KS	66733	620.244.3227
Jay	Witt	Pub. Def.	10 S. Highland	Chanute	KS	66720	620.431.3796
Timothy	Clover		316 E. Elm	Chanute	KS	66720	620.431.2403
Brian	Duncan	Brake & Duncan	101 W. Main	Chanute	KS	66720	620.431.2600
Jill	Gillett	Gillett Law Office	15 S. Forrest	Chanute	KS	66720	620.431.1999
Jeb	Griebat	Griebat Law Office	PO Box 442	Chanute	KS	66720	620.431.2600
Seth	Jones	Hines, Jones & Cameron	301 W. Main	Erie	KS	66733	620.244.3227
PJ	Kluin	Kluin Law Office	105 S. Highland	Chanute	KS	66720	620.431.1601
Jay	Witt	Chief Pub. Def.	10 S. Highland	Chanute	KS	66720	620.431.3796
Melissa	Stiffler	USD 257 – Iola	300 E. Jackson	Iola	KS	66749	
Sherri	Bagshaw	USD 413 – Chanute	1501 W. 36 th St	Chanute	KS	66720	
Brenda	Krumm	NCCC	800 W. 14 th	Chanute	KS	66720	

- Curriculum Committee Below
- Governing Board - Below
- *(including a list of all Board members and indicate those in attendance at the approval meeting)*

Board members names provided in minutes.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

PARALEGAL PROGRAM
Advisory Committee Meeting MINUTES

February 18, 2021

4:00 p.m.

<https://neosho.zoom.us/j/91449596607>

Attendance: P.J. Kluin, Seth Jones, Mary Hunt, Tim Clover, Kevin Blackwell, Leanne Kehres, Jeb Griebat, David Bideau, Jay Witt, Brenda Krumm

- I. Approval of Agenda – The meeting came to order via Zoom at 4:01 p.m. No additions to the agenda were added, the meeting continued with general consent of the items to be discussed.
- II. Approval of Minutes (NA – Inaugural Meeting)
- III. Information Items
 - a. Introductions – all in attendance introduced themselves.
Brenda Krumm went over the following items that will be recurring items on the Advisory Committee Agendas. These items will be more relevant in future meetings, once the program is up and running with students enrolled.
 - b. In future meetings: Student enrollment numbers and certification numbers
 - c. In future meetings: Student employment numbers/earnings
 - d. In future meetings: Course/Program assessment results
- IV. Reports
 - a. History of the program development – Brenda gave an overview of the following
 - i. Title III Grant – This 2.25 million dollar grant from the US Department of Education is funding the Paralegal program and at least two other new programs for NCCC.
 - ii. NCCC Department, Curriculum Committee, Board of Trustees - Brenda discussed the internal processes of developing a new program through the Board of Trustees approval. She then discussed the Kansas Board of Regents processes including KBOR staff review of the documents, Technical Education Authority (TEA) curriculum review, full TEA review, and finally Kansas Board of Regents review. The timeline was discussed and it was noted that by the end of April NCCC should know if the program is approved.
 - b. Accreditation entity – ABA – Brenda discussed that the program was developed with the American Bar Association approval guidelines in mind. She noted that one Zoom has been held with the ABA approval team. One requirement is that we have two years of instruction and graduate students before ABA will formally review our program. The review cost is \$2,500 and there are several other fees that will be involved. Students will be advised that they will be eligible to sit for the national examination even though our program is not approved by the ABA for the first two years. Jeb Griebat noted that unless we were required by KBOR or other entities to disclose this to students, it may not be necessary. As long as they can take the national test, they may not need to know the behind-the-scene processes of approval. This was well-noted and made sense, as we do not want to put up any barriers to student recruitment.
- V. Old Business
 - a. NA
- VI. New Business

- a. Paralegal Program Sheet – Brenda discussed the program sheet and the 14 new courses that were developed for the program. She indicated that students who are returning to college after already obtaining an associate or bachelor’s degree would be on the Certificate path and that new students would be on the Associate of Applied Science pathway. Students must take the first semester of courses before applying to the Paralegal program. The new director will determine the admittance rubric. The courses were designed to allow individuals who have not been admitted to the program to pick up single courses, as needed, with instructor approval.
- b. Paralegal Courses – Brenda offered to send out the syllabi if anyone was interested in looking at the individual course outcomes. P.J. Kluin asked if any of the program would be online. It was noted that yes, some of the courses could be on line, but it will start as a face-to-face program with the option for students to Zoom in for synchronous instruction from a remote location. The ABA guidelines limit the number of courses that can be fully online.
- c. Program Director/Instructor – April 1 start date – Brenda announced that this position has been advertised. It is a 12-month position with duties as the program director as well as the instructor. Once this person is on board, it is likely he/she will want to make some modifications to the program that is being presented today.
- d. Letters of support for Kansas Board of Regents – Brenda indicated a need for letters of support for the KBOR approval process. The letters should be clear in the type of support the attorneys and advisory board members would provide, whether it is internships, donations, or preferential interviews for students who successfully complete the program. A sample support document will be emailed out to the group at the conclusion of the meeting. It was stressed that KBOR needs a minimum of 3 letters but more are better. The best letters are the ones that indicate they would consider employing graduates.
Jay Witt asked what, specifically, the advisory committee could do for the program other than the letters. Brenda indicated that their awareness of the program and sharing information about the program within their networks would be very beneficial to student recruiting. Also being available to the program director, once he/she is hired, for advice would be very valuable.

VII. Other – No other questions were asked. Brenda thanked the committee for their attendance, participation, questions, and suggestions.

VIII. Next Meeting: TBA - in approximately 6 months – Brenda noted that she would send out an announcement once the new director is hired. The new director will likely be the one sending out the invitations to the next advisory committee meeting.

IX. Adjournment

Curriculum Committee
MINUTES

March 08, 2021

Present: Kevin Blackwell – Co-chair, Dr. Luka Kapkiai – Co-chair, Richard Webber, Mary Weilert, Megan Goins, Jonah Amponsah, Dr. Steve Yuza, Nancy Carpenter, Wendy Rossman, Pam Covault, Steve Dowell, Dr. Marie Gardner, LuAnn Hauser, Andrew Haworth, Brenda Krumm, Dr. Sarah Robb, Ryan Rose, Rita Morton – Recorder

I. Call to Order

The meeting was called to order at 11:00 a.m.

II. Approval of Agenda

Consent Agenda

With no amendments proposed, R. Webber moved to approve the agenda as presented. P. Covault seconded the motion and the agenda was approved.

III. Approval of Minutes

Heard from K. Blackwell that the minutes from the February 10, 2021 meeting were approved via electronic voting and posted to the *myNeosho* Committees tab.

IV. Informational Items

None.

V. New Business

A. ELEC 210 Course Description

One minor correction to the course description to change the word “plumber” to “electrician”. R. Webber moved to approve the correction. M. Goins seconded the motion and the correction was approved.

B. Courses No Longer Active/Inactivate ENRG – Dr. Robb

Dr. Robb provided the Energy Management program sheet and a list of program specific courses. These courses are already inactive on the KBOR program/course inventory. They have not been taught in a number of years and it was requested they be removed from the website and the program removed from the college master catalog. On motion by Dr. Yuza and a second from N. Carpenter it was approved to inactivate and remove the Energy Management program and program specific courses.

C. Paralegal Program Sheet

The courses for this new program were approved in the February Committee meeting. The program sheet was tabled for further clarification. B. Krumm described the breakdown of which courses belonged in the certificate pathway and those that were for the Associate level. Those identified on the program sheet for the Associate level are the minimum required for the third

party credentialing qualification exam. Program outcomes were clarified and there were some minor amendments made after some discussion about the use of "2.0" or a "C" letter grade. Dr. Yuza moved to approve the program sheet with amendments. On second from R. Webber the program sheet was approved with amendments.

D. Management Matrix

After KCOG updates to MGMK 251, the impacted Management and Marketing matrices were presented in the February Committee meeting. The Management matrix was tabled for corrections. The updates remain the same, however the correct current matrix was provided to more accurately represent the updates. Dr. Yuza moved to approve the updated matrix. M. Goins seconded the motion and the updated matrix was approved.

VI. Old Business

None.

VII. Reports

A. National Community College Benchmarking Project

S. Dowell reported on this project with a brief historical background of what the project is and a presentation of the massive data collected, how and who collects it, and a breakdown of how the data reads in the report. The information lags behind about a year with a goal to be fully up to date by Fall 2021. The presentation included a "Strengths/Opportunities Report" highlighting the top ranking for Strengths and what provides an opportunity for improvement. The Assessment Committee reviewed the data in the project last Fall and agreed on the top three things that the College could be commended for or promoted and what could be "fixed" or worked on for improvement. That narrowed list was shared with Dr. Robb and moved along the appropriate avenues for action or marketing strategies.

B. General Education Assessment

Heard from K. Blackwell that there would be a report on this topic in the April or May meeting.

VIII. Around the Table

- It was confirmed that there is a May meeting currently scheduled.
- There will be a new master syllabus template coming to the April meeting. This master template is based off of the new Concourse syllabi.

IX. Next Meeting

The next meeting is scheduled for Tuesday, April 06, 2021 at 2:00 p.m.

X. Adjournment

The meeting was adjourned at 11:35 a.m. The minutes were recorded by R. Morton.

**NEOSHO COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

**March 11, 2021 – 5:30 P.M.
Student Union – Room 209**

I. CALL TO ORDER

Dennis Peters called the meeting to order at approximately 5:30 p.m. in Room 209 of the Student Union.

II. ROLL CALL

The following members were present: Kevin Berthot, Charles Boaz, Lori Kiblinger, David Peter, Dennis Peters and Jenny Westerman

Absent: None

Also in attendance: Kerrie Coomes, Steve Dowell, Dr. Marie Gardner, Dr. Brian Inbody, Kent Pringle, Kerry Ranabargar, Dr. Sarah Robb, Angela Rowan, Jon Seibert, Sandi Solander, Chanute Tribune (Matt Resnick)

III. PUBLIC COMMENT

No Speakers

IV. APPROVAL OF THE AGENDA

On motion by Charles Boaz and second by Kevin Berthot, the agenda was approved as presented.

V. CONSENT AGENDA

On motion by Lori Kiblinger and second by Charles Boaz, the following items were approved by consent:

A. Minutes from February 11, 2021

B. Claims for Disbursement for February 2021

C. Director of Communications

When an employee leaves the institution it is common practice to take a step back and examine that position to see whether or not it needs to be deleted, adapted, or expanded. With Nancy Isaac's departure from the college and the need to increase our presence in various media, the administration seeks to expand this role to a full-time communication directors position, encompassing many of the duties of Nancy but adding other duties.

DIRECTOR OF COMMUNICATIONS

Reports to: President
Classification: 12-month Employee
Pay Status: Administrative
Fringe Benefits per Board Policy
Starting Salary Range: \$40,000 – 45,000
Revised: March 2021

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Authors weekly stories on general events and news for NCCC including press releases and photos/videos as needed for all manner of media (excludes stories covered by the Sports Information Director).
2. Create and publish an annual "Yearly Report" for NCCC constituency groups.
3. Assist the President with communication efforts during crisis management when required.
4. Lead the creation of advertisements for print and electronic media college-wide and assist with departmental advertising to ensure appropriate messaging and branding.
5. Develop and carry out a strategic advertisement placement plan for maximum effect.
6. Coordinate social media presence for the college as a whole including content creation, replies and referral of information when needed.
7. Maximize web search engine accounts for the college, including keywords, ad placement, etc.
8. Effectively manage communications budget.
9. Respond to requests from the media, state agencies, and others for materials, photos, videos, etc.
10. Assist in the creation of printed media for college departments when requested.
11. Respond to requests from service area groups, such as high schools and booster organizations, for sponsorship and/or ad placement in their publications.
12. Along with the Director of Development and Marketing, Co-Chair the marketing committee meetings and set the marketing direction for the college including brand management.
13. Publish various notices throughout the year and obtain affidavits of publication as required. (i.e. non-discrimination clause or college budget)
14. Maintain billboard artwork and monitor monthly payment.
15. Supervise departmental employees including student employees.
16. Any other duties as deemed necessary by the administration.

Required Knowledge, Skills and Abilities

1. Must be self-motivated and organized
2. Ability to communicate very effectively, both orally and in writing
3. Basic photography and videography
4. Computer literacy, including the ability to create printed materials and video/photo editing
5. Willingness and ability to work as a member of a team and independently
6. Maintain professional appearance
7. Excellent interpersonal skills
8. Willingness to be involved in community and college events

Education and Experience

- Bachelor's degree in public relations/communication or related field required, masters preferred, or;
- Associates degree required with significant work experience in a related field preferably in area of responsibilities of position.

Working Conditions

1. Work is typically performed in an office work environment.
2. Some travel, evening and weekend hours will be required.
3. Limited physical effort required.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

D. Administrative Assistant to Vice President for Student Learning

Due to the upcoming retirement of the current Administrative Assistant for the Vice President for Student Learning, a review and update of the position's job description has been proposed. The job description follows.

ADMINISTRATIVE ASSISTANT TO VICE PRESIDENT FOR STUDENT LEARNING

Reports to: Chief Academic Officer
Classification: Full-time, 12 month Employee
Pay Status: Hourly, Non-exempt, Level IV
Fringe Benefit per Board Policy
Salary range: \$11.00 - \$12.00
Revised: January 2017

This position reports to the vice president for student learning. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
 - engage in continuous quality improvement and professional development.
 - Be familiar with college academic/student policies and procedures.
 - Make appointments, travel arrangements, prepare requisitions and travel requests, and schedule meetings for the vice-president.
 - Handle routine matters relating to the daily operation of the office including processing various forms to appropriate offices for approval.
 - Be responsible for maintaining program and course inventory and submitting new approved courses to the Kansas Board of Regents for evaluation and articulation.
 - Transcribe notes, prepare correspondence, and maintain an effective and efficient filing system.
 - Assist the vice-president in coordinating work between other academic offices on and off campus.
 - Attend general faculty, divisional, and other designated meetings, as requested by the vice-president, to record and circulate minutes.
 - Supervise and hire students for work-study positions in vice-president's office.
 - Maintain and update the College Catalog.
 - Oversee formatting of strategic plan components on T/common.
 - Assist with tracking and submission of faculty professional development requests, approvals, and requirements per policy and PEA agreement.
 - Assist with monitoring VPSL budgets, including related grants such as Perkins, and associated reports and training.

- Assist with revisions to the Educational Master Plan and other reports and projects as assigned by the vice-president.
- Send out vice president honor roll letters.
- Maintain Workforce Investment Act (WIA) program reports and web updates.
- In charge of the Academic Awards ceremony each spring for both campuses.
- Assist the vice president with maintaining the academic calendar.
- Serve as backup to the copy center.
- Be responsible for posting announcements on InsideNC
- Maintain the evaluation schedules for full and part-time instructors.
- Assist the vice president with in-service and new employee orientation.
- Prepare surveys using SurveyMonkey for entire campus. Keep appropriate records updated monthly based on Board of Trustee action.
- Perform other duties as assigned by the vice-president.

Required Knowledge, Skills and Abilities

1. A High level of responsibilities and complexity of tasks;
2. Confidentiality necessary. Ability to work independently.

Education and Experience

1. Bachelors preferred, preferably in the area of responsibility
2. Associates degree required, and/or specialized skills required; **AND** 3 years of experience required, preferably in area of responsibilities;
3. OR High School Diploma or GED required, plus 7 years of work experience in area of responsibilities required

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

E. Bookstore Position Restructuring

As vacancies occur, Administration takes the opportunity to evaluate departmental structure to appropriately align duties and help attract and retain good employees to the College. With the recent resignation of the Chanute Bookstore Coordinator, a review and restructuring of the NCCC bookstore enterprise has been proposed.

As proposed, due to both the nature of their responsibilities as well as their supervision duties of board-hired employees, the two Bookstore Coordinator positions are being upgraded from Management Support to Administrative.

- The Assistant Bookstore Coordinator will report to the Bookstore Coordinator.
- The Bookstore Coordinator will be responsible for managing textbook duties.
- The Assistant Bookstore Coordinator will be responsible for apparel purchasing duties.
- The Bookstore Coordinator will be housed at one campus and the Assistant Bookstore Coordinator will be housed at the other campus.
- The total number of Board-hired bookstore employees will remain the same at one full time and two, part time at the Chanute campus and one full time and one part-time at the Ottawa campus.

It is also recommended that current Bookstore Coordinator-Ottawa employee Sheri Woolman be appointed to the position of Bookstore Coordinator with her salary increased from the current \$15.20 per hour rate to \$37,000 annually, effective March 12, 2021. Ms. Woolman will not be eligible for another salary increase until July 1, 2022.

The proposed job descriptions are as follows.

ASSISTANT BOOKSTORE COORDINATOR

Reports to: Bookstore Coordinator
Classification: Full-time, 12-month Employee
Pay Status: Management Support, Exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$35,600 –
Revised: February 2021

The Assistant Bookstore Coordinator reports to the Bookstore Coordinator, and is responsible for coordinating the operations of the Chanute bookstore. Primary functions include the sale and rental of textbooks, the purchasing and sale of college branded apparel and accessories, and maintaining an inventory of miscellaneous drinks and snack items. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Coordinate the operations of the Chanute bookstore

Primary Duties and Responsibilities

1. Staffing, training, scheduling and supervision of support staff (part-time employees and student workers). Conduct annual evaluations on bookstore associates.
2. Order College branded apparel and merchandise items.
 - Coordinate and meet with apparel Vendors semi-annually to order merchandise for the upcoming spring and fall terms (Orders are placed 4-8 months in advance of shipment).
 - Receive apparel and merchandise to Inventory - inspect for damage and accurate counts, create SKU's (Stock-Keeping Unit), add to POS (Point of Sale) Inventory by uploading through processes in ARC (the user interface to the MBS system), add photos and descriptions to web-site, organize and display.
 - Management of the bookstore web-site database through INSITE (uploading and maintaining the images and descriptions).
 - Order supplies and other Neosho branded merchandise – when necessary, create graphics to design merchandise ensuring compliance of the Neosho approved graphic standards.
3. Manage retail sales activities.
 - Coordinate the shipping and receiving of merchandise, evaluate price points, creating barcodes, weekly purchasing of concessions, completion of requisitions, managing the POS 'Point of Sale' inventory system, and stocking merchandise.
 - Processing Insite ecommerce orders for books, apparel, and merchandise in conjunction with the Ottawa bookstore by preparing USPS postal shipments and delivering to the mailroom or Post Office when necessary.
 - Create marketing signage and social media updates to promote bookstore sales.
 - Balance receipts - make daily bank deposits and record daily sales. Run queries daily to obtain supporting documentation for deposits/sales.
 - Record/Post student financial aid charges daily via J1, the electronic interface for Jenzabar
 - Analyze student account charges to determine status (available funds, holds, etc.)

4. Coordinate with MBS, our Textbook vendor assigned representative to ensure web pages for the bookstore web site are current.
5. Maintain the accuracy of inventory – ensure the timely processing of purchase orders as required, track orders, investigate problems. Record purchases, maintain database, perform physical count annually, and reconcile actual stock count to computer generated reports during Annual Inventory process.
6. Coordinate (semi-annually) with Nursing Department - manage the purchasing and embroidery with Neosho and Mary Grimes School of Nursing approved logo for program required scrub tops.
7. Coordinate book and merchandise deliveries to and from the Chanute and Ottawa bookstore as necessary;
8. Maintain the Chanute bookstore point of sale database;
9. Approve and submit time cards by the 20th day of each month.
10. Design and maintain display windows in the bookstore and display case;
11. Ensure that the bookstore facilities are clean and well-maintained;
12. Coordinate with Ottawa to complete annual bookstore inventory (June 30) annually
13. Maintain customer service, assist customers as they enter the store, properly answering the phone, assist with textbook and merchandise information, and resolve problems as they arise.
14. Maintain and forward to the Business Office a monthly accounting of departmental bookstore charges.
15. Understand and be able to accurately relay bookstore policies and procedures.
16. Maintain accurate records and process de-serialized books for disposition.
17. Responsible for maintaining accurate paper and electronic (laser fiche) filing of student schedules, purchases, and deposit records.
18. Maintain a clean, organized, and well stocked bookstore to ensure a pleasant shopping environment.
19. Maintain a 'SOP' Standard Operating Procedures manual with up-to-date processes for managing the bookstore.
20. Continue to obtain new knowledge, skills and training with our online book processing system (MBA/ARC), including data entry, information retrieval, and reporting.
21. Perform other duties assigned by the Bookstore Coordinator or the Chief Financial Officer.

Secondary Duties and Responsibilities

cross-train and provide back-up coverage for primary functions of the Bookstore such as online deposits, queries, sales tax reports, AR charges, book ordering, etc. Perform other duties assigned by the

Required Knowledge, Skills, and Abilities

1. A pleasant demeanor when working with students, faculty, staff, and the general public.
2. Ability to supervise support staff.
3. Accounting skills and basic understanding of accounting principles.
4. Exceptional attention to detail and accuracy; excellent organizational skills; excellent verbal and written communications skills; comfort, and familiarity with computers, and outstanding data entry skills.
5. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
6. Web-based retail aptitude, experience preferred.
7. Proficiency with graphic manipulation software, such as Photoshop or Gimp.
8. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
9. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
10. Excellent customer service skills.
11. Confidentiality of information.

Education and Experience

1. Associates degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position;
2. OR High School diploma or GED required plus 5 years of work experience in area of responsibilities required.

Working Conditions

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds is required.
6. Ability to reach and work overhead is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

OTTAWA BOOKSTORE COORDINATOR

Reports to: Chief Financial Officer
Classification: Full-time, 12-month Employee
Pay Status: Management Support, Exempt
Starting Salary Range: \$27,000 - \$31,000
Fringe Benefits per Board Policy
Revised: Jan 2020

The Ottawa Bookstore Coordinator reports to the Chief Financial Officer and coordinates Ottawa bookstore functions with the Dean of the Ottawa Campus. The Ottawa Bookstore Coordinator is responsible for the sale and rental of textbooks and related materials, as well as sale of college merchandise. The Coordinator should endeavor to meet the needs of our students, faculty, staff, general public, and make sure that each visit is an enjoyable one. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

PDuties and Responsibilities

1. coordinate of the operations of the Ottawa bookstore including staffing and supervision, shipping and receiving, pricing, stocking and other retail sales activities Ensure that the bookstore facilities are clean and .
2. Order apparel, supplies and other merchandise as necessary.
 -
 - Maintain the accuracy of inventory.
3. Coordinate book and apparel deliveries to and from the Chanute bookstore as necessary.
4. Balance receipts, make daily bank deposits, and record sales daily.
5. Record student charges daily via the MBS/Jenzabar electronic interface.
6. Maintain the Ottawa bookstore point of sale database.
7. Design and maintain bookstore display windows and choose merchandise for sale.
8. eep accurate up-to-date bookstore records, and turn in payables and time cards by the 20th day of each month;E
9. CWeekly purchasing of food items, drink, and misc.
10. Maintain customer service, assist customers as they enter the store, properly answering the phone, and assist with textbook and merchandise information.

- MBS), including data entry, information retrieval, and reporting Assist with .
-

Required Knowledge, Skills, and Abilities

1. A pleasant demeanor when working with students, faculty, staff, and the general public.
2. Accounting skills are a must.
3. Exceptional attention to detail and accuracy; excellent organizational skills; excellent verbal and written communications skills; comfort, and familiarity with computers, and outstanding data entry skills.
4. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
5. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
6. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
7. Excellent customer service skills.
8. Confidentiality of information.

Education and Experience

1. Associates degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position; **OR**
2. High School diploma or GED required plus 5 years of work experience in area of responsibilities required.

Working Conditions

1. The noise level in the work environment is moderately noisy.
2. While performing duties of this job, the employee is required to use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms.
3. The employee is required to walk, sit, stand, talk and hear.
4. Specific vision abilities required by this job include close vision and the ability to adjust focus.
5. Ability to lift and transport boxes weighing 50 pounds is required.
6. Ability to reach and work overhead is required.
7. Some overtime may be required, as well as some flexibility in occasional early or late hours.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

OTTAWA BOOKSTORE ASSISTANT

Reports to: Bookstore Coordinator
Classification: Part-time, 12-month Employee
Pay Status: Hourly, Non-exempt, Level II
Fringe Benefits per Board Policy
Salary range: \$11.75 – \$12.50
Revised: February 2021

Position Overview

The Bookstore Assistant reports to the Bookstore Coordinator. This position is responsible for the sale, and rental of textbooks and related materials as well as sale of college merchandise. The Assistant should endeavor to meet the needs of our students, faculty, staff, and general public, and make sure that each visit is an enjoyable one. Duties include, but are not limited to:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Primary

1. Assist the Bookstore Coordinator with day-to-day activities – monitor inventory and supplies to determine purchasing needs, clean equipment and floors, and organize displays.
2. Provide excellent customer service by greeting and assisting customers as they enter the store, properly answer the phone, and assist customers with accurate textbook and merchandise information.
3. Assist with processing of both daily and online deposits.
4. Assist with the processing of online orders (fulfillment and processing Post Office 'USPS' shipping labels)
5. Assist with recording and de-serializing retired or discontinued books for disposition.
 - Assist with student employee training.
 - Assist in designing the maintaining bookstore apparel and merchandise displays.
6. Process requisitions and Purchase Orders for purchases of textbooks or merchandise for resale.
7. Maintain accurate inventory records and work with a serialized textbook system - Issue and return rental textbooks using ARC, the user interface for MBS management system.
8. Inspect for and notify Bookstore Coordinator of any damage to books.
9. Understand and be able to accurately relay bookstore policies and procedures.
10. Remove Bookstore 'holds' from student accounts, record actions in 'Notepad' using user interface for J1.
11. Continue to obtain new knowledge, skills and training with our online book processing systems in MBS, including data entry, information retrieval, and reporting.
12. Maintain precise inventory and assist with completing annual inventory.
13. Ensure proper records maintenance through accurate scanning and tagging of files in Laser fiche, as well as maintaining paper files.
14. Perform store opening and closing procedures. Ensure proper records maintenance through
15. Perform other duties assigned by the Ottawa Bookstore Coordinator.

Required Knowledge, Skills, and Abilities

1. Excellent customer service skills. Successful candidate must have a pleasant demeanor when working with students, faculty, staff, and the general public.
2. Accounting skills are a must.
3. Exceptional attention to detail and accuracy, excellent organizational skills, excellent verbal and written communications skills.
4. Proficiency in Microsoft Excel, PowerPoint, Word, and Outlook software programs and databases required.
5. Ability to work in a bookstore/office environment where each employee assumes multiple responsibilities.
6. Ability to work well under pressure and to reliably meet deadlines in a fast-paced environment.
7. Ability to maintain confidentiality of student information.
8. Ability to lift and transport boxes weighing up to 50 pounds.
9. Ability to reach and work overhead.
10. Ability to read small print (with the aid of corrective lenses if necessary).

Education and Experience

1. HS diploma or GED required, Associates preferred.
2. One-two years of work experience required, preferably in area of responsibilities of position.

Working Conditions

1. This is a fast paced, moderately noisy environment.
2. The work is performed standing as much as sitting. Must be able to stand for extensive periods of time.
3. Peak periods require flexibility with scheduling to maintain store coverage.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

F. Course Inventory Revisions/Additions

Before each semester begins, the Kansas Board of Regents asks coordinated institutions to submit a list of courses that the college is capable of teaching in that semester, but is not compelled to offer. This list of courses is referred to as the course inventory. Each change to the inventory must be approved by the academic department where it originated, the curriculum committee, the Chief Academic Officer, the President of the College and finally, the College Board of Trustees, as per NCCC policy. Syllabus attached as a separate document.

Course Inventory Changes

March 2021 Board Meeting

New Paralegal program:

PLGL 100 The Paralegal in the Legal System
PLGL 105 Paralegal Civil Procedure I
PLGL 110 Paralegal Civil Procedure II
PLGL 115 Paralegal Contracts
PLGL 120 Paralegal Real Property Law
PLGL 125 Paralegal Legal Research and Writing
PLGL 130 Advanced Paralegal Legal Research and Writing
PLGL 135 Paralegal Family Law
PLGL 210 Paralegal Ethics Interviewing and Investigation
PLGL 215 Paralegal Criminal Law
PLGL 220 Paralegal Wills Estates and Trusts
PLGL 225 Paralegal Labor and Employment Law
PLGL 230 Paralegal Business Organizations
PLGL 250 Paralegal Internship

The Energy Program is inactive on the KBOR program/course inventory. Attached is the Program sheet and a list of the program specific courses. It has been approved to remove these from our catalog and website.

G. Personnel

1. Request for Retirement of Developmental English Instructor (Chanute)

It was the president's recommendation that the Board approve the requested retirement of Patty McDonald, as the Developmental English Instructor. Her last day will be May 18, 2021.

2. Request for Retirement of Administrative Assistant to ABE/Receptionist for CLC

It was the president's recommendation that the Board approve the requested retirement of Gwen Roseberry, as the Administrative Assistant to ABE/Receptionist for CLC. Her last day will be April 9, 2021.

3. Resignation of Advertising/Media Coordinator (part time)

It was the president's recommendation that the Board approve the resignation of Nancy Isaac, as the part time Advertising/Media Coordinator. Her last day will be June 1, 2021.

4. Assistant Soccer Coach

It was the president's recommendation that the Board approve the employment of Gonzalo Carranza as Assistant Soccer Coach. Mr. Carranza has an Associates of Arts in Liberal Arts and Sciences from Anoka Ramsey Community College and a Bachelor of Arts in Liberal Studies from Friends University.

Mr. Carranza's prior work experience includes Assistant Women's Soccer Coach at Hutchinson Community College, Assistant Men's Soccer Coach at Bethel College and Head Women's Soccer Coach at FC Wichita (Semipro).

Mr. Carranza will be paid an annual salary \$19,000 (MS FTC-A) Start Date March 12, 2021.

5. Administrative & Technical Assistant for the Chief Financial Officer

It was the president's recommendation that the Board approve the employment of Brenda McNaught as Administrative & Technical Assistant for the Chief Financial Officer. Ms. McNaught has a Home Health Aide Certificate from Coffeyville Community College and a Medical Assistant Certificate from Neosho County Community College.

Ms. McNaught's prior work experience includes Service Coordinator at Foley Equipment, Patient Coordinator at Dr. McReynolds DDS and File Clerk at Herff Jones.

Ms. McNaught will be paid \$14.50/hr (Level 5) Start Date March 12, 2021.

6. Safety Officer (part time) – Chanute Campus

It was the president's recommendation that the Board approve the employment of Sydney Rice as part time Safety Officer at the Chanute Campus. Ms. Rice is currently a student at Pittsburg State University studying Criminal Justice.

Ms. Rice's prior work experience includes Sales Associate at Hibbett Sports.

Ms. Rice will be paid \$13.50/hr (Level 5) Start Date March 12, 2021.

VI. REPORTS

- A. Online/Ottawa – Dr. Marie Gardner reported on what the Online/Ottawa Department was doing. See attachment.
- B. KACCT – Dennis Peters reported on the Kansas Association of Community College Trustees quarterly virtual meeting held March 6th
- C. Treasurer – Sandi Solander gave a treasure's report. Revenue for the month of February was \$5,103,547.44 and disbursements were -\$3,024,516.00. See attachments.
- D. President – Dr. Brian Inbody gave a president's report. See attachment.

VII. OLD BUSINESS

- A. Title IX Policy Update (second reading)

Due to changes in federal regulations, the Sexual Misconduct (Title IX) Policy has been updated to reflect current expectations. As a reminder, Title IX protects students and employees who are impacted by sexual harassment, sexual assault, domestic violence, dating violence, and stalking. NCCC subscribes to the Association of Title IX Administrators (ATIXA) who provides guidance and templates for policy updates. This guidance is invaluable given the many details of the expected protocol. A list of some of the important changes is listed below:

- Nomenclature updates (Reporting Party = Complainant)
- Jurisdiction requirements have updated to reduce/remove jurisdiction for off-campus events
- Complainants and respondents are eligible to use an advisor of their choosing (who can be an attorney) throughout the resolution process
- New options for informal resolution (previously discouraged)
- Requirement to use formal grievance process for certain types of allegations. Process includes an investigation, a live hearing, questioning of the parties through their advisors, a determination by an objective decision-maker, and an appeal.

Resolution 2021-4

RESOLVED, that the Board of Trustees of Neosho County Community College, approves the Title IX Policy Update.

On motion by Charles Boaz and second by David Peter the above resolution was approved unanimously.

VIII.

NEW BUSINESS

A. Emergency Action Plan (EAP)

In 2007, the administration brought the first Emergency Action Plan (EAP) to the Board. That plan was the culmination of hundreds of hours of research, planning, discussions, and meetings involving local and state emergency management personnel, other colleges and universities, and the entire NCCC community. When the Board approved the EAP, they directed the administration to keep the plan current with “the content to be modified as necessary and appropriate.”

Two years later, NCCC extended the scope of the EAP with the addendum of an Automated External Defibrillator (AED) plan and initiated the phased purchase of AED devices for every building the college operates. The EAP and AED plans have served as living documents and changes have been made annually as statutes, codes and regulations have changed. In 2020, we further enhanced the EAP with the addition of a Cyber Incident Response Plan (IRP) and the Pandemic Plan.

The latest changes to the EAP were mostly minor; some miscellaneous grammatical edits, title changes and contact list updates.

The EAP has been approved by the Safety and Security Committee and endorsed by the Executive Committee. It is provided as a separate document.

It is my recommendation that the Board approve the NCCC Emergency Action Plan. The content will be continually modified as necessary and appropriate.

Resolution 2021-5

RESOLVED, that the Board of Trustees of Neosho County Community College, approves the Emergency Action Plan (EAP).

On motion by David Peter and second by Lori Kiblinger the above resolution was approved unanimously.

B. 2023-2024 Academic Calendar

Provided as a separate document is the proposed Academic Calendar for 2023-2024. The College has updated the procedure for Academic Calendars so that we always have three future years established. There has been a recent effort by KBOR to align the spring break week for all Kansas public higher education institutions. This calendar meets that expectation.

It is my recommendation that the Board approve the following 2023-2024 Academic Calendar.

Resolution 2021-6

RESOLVED, that the Board of Trustees of Neosho County Community College approves the 2023-2024 Academic Calendar as presented.

On motion by David Peter and second by Kevin Berthot the above resolution was approved unanimously.

C. Executive Session – Negotiations

On motion by David Peter and second by Kevin Berthot the Board recessed into executive session for 15 minutes to discuss proposals to modify the Negotiated Agreement pursuant to the open meetings exception for matters relating to employer-employee negotiations and to include the President, Vice-President for Student Learning, Vice President for Operations, Chief Financial Officer and college Attorney. The board entered executive session at 6:35 pm and returned to open meeting at 6:50 pm. No action was taken.

The trustees took a 5 minute break

D. Executive Session – Employee Matters

On motion by David Peter and second by Charles Boaz the Board recessed into executive session for 10 minutes to discuss confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy and that our President, Vice-President for Student Learning, Vice President for Operations, Chief Financial Officer and college attorney be included. The board entered executive session at 6:56 pm and returned to open meeting at 7:06 pm. No action was taken.

E. Executive Session – Employee Matters

On motion by David Peter and second by Kevin Berthot the Board recessed into executive session for 20 minutes to discuss an individual employee's performance pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy our college attorney be included and that our President be on standby. The board entered executive session at 7:07 pm. On motion by Charles Boaz and second by Kevin Berthot the board went into an additional 10 minutes, returned to open meeting at 7:37 pm.

Resolution 2021-7

RESOLVED, by the Board of Trustees of Neosho County Community College that the Employment Agreement with Dr. Brian Inbody as President and Chief Executive Officer of Neosho County Community College be extended for an additional one year, to continue with a four-year contract term now ending in June of 2025, as discussed in Executive Session.

The Chairman of the Board shall provide written Notice of Extension with subsequently determined modified compensation and benefits stated, and incorporating the NCCC Strategic Plan 2021-2022 to be prepared by the Board Attorney on or before June 15, 2021.

On motion by Lori Kiblinger and second by Charles Boaz the above resolution was approved unanimously.

IX. ADJOURNMENT

On motion by Lori Kiblinger and second by David Peter, the meeting adjourned at 7:45 pm.

Respectfully submitted,

Dennis Peters, Board Chair

Angela Rowan, Board Clerk

LETTERS of SUPPORT



GRIEBAT LAW OFFICE, P.A.

BANK OF COMMERCE BUILDING • 101 WEST MAIN STREET, LOWER LEVEL
POST OFFICE BOX 442 • CHANUTE, KANSAS 66720
TELEPHONE (620) 431-2600 • FACSIMILE (620) 431-2603

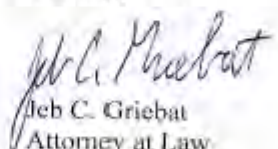
March 1, 2021

Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

Re: NCCC Paralegal Program

To Ms. Krumm:

Griebat Law Office, P.A. is pleased to hear that NCCC plans to start a Paralegal Program. In support of the program, Griebat Law Office, P.A. will be glad to have your students work with us as interns during the final semester of the program. We will also serve on the advisory committee and interview qualified graduates for available paralegal positions.

Sincerely, 

Jeb C. Griebat
Attorney at Law

R. KENT PRINGLE, P.A.
ATTORNEY AT LAW
221 W. MAIN STREET, P.O. BOX 748
CHANUTE, KANSAS 66720-0748

TELEPHONE 620-431-2202

EMAIL: rkpringle@hotmail.com

FAX 620-431-1166

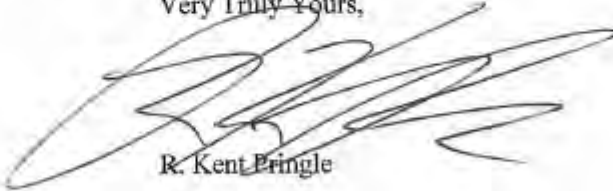
Brenda Krumm
Dean of Outreach and Workforce Development
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

RE: NCCC Paralegal Program

Dear Brenda:

R. Kent Pringle is pleased to hear that NCCC plans to start a Paralegal program. In support of the program, I will be glad to be a guest speaker for your program and will be able to assist through referrals for placement of qualified graduates of the program as well as advice concerning opportunities to have your students work as interns/trainees with local law offices during the final semester of the program.

Very Truly Yours,



R. Kent Pringle

RKP
27 February, 2021

From: Brian Duncan <counselorduncan@gmail.com>
Sent: Saturday, March 13, 2021 10:57 PM
To: Brenda Krumm <bkrumm@neosho.edu>
Subject: Paralegal program

Brenda:

I would be interested in assisting the college by serving on your advisory board for the paralegal program if needed.

You may reach me at my office number below or my cell phone at 620-212-9418. Thank you.



ATTORNEY AT LAW
BRAKE & DUNCAN, LLC
620-431-2600
620-431-2603 FAX

KLUIN LAW OFFICE, LLC

~ Attorneys at Law ~

105 S. Highland / P.O. Drawer G

Chanute, Kansas 66720

E-Mail: pjk@kluinlaw.com

Kurt F. Kluin
Melissa R. Dugan
P.J. Kluin

Phone (620) 431-1601

Fax (620) 431-1602

February 25, 2021

Ms. Brenda Krumm
Dean of Outreach and Workforce Development
Neosho County Community College
800 W. 14th Street
Chanute, KS 66720

Re: Paralegal Program

Dear Ms. Krumm:

I am excited to hear that NCCC plans to start a paralegal program, I think it will be beneficial to have such a program in this area. In support of the program, I would be glad to serve on the advisory committee and be a guest speaker for the program. In addition, Kluin Law Office will consider hiring qualified graduates and is willing to contribute \$250 in scholarship funds to the program.

Sincerely,



P.J. Kluin

LAW OFFICES OF
HINES, JONES & CAMERON, LLC.
301 S. MAIN STREET, P.O. BOX 108
ERIE, KANSAS 66733
TELEPHONE 620-244-3227
FACSIMILE 620-244-5300

March 10, 2021

Brenda Krumm, Dean
Neosho County Community College
800 W. 14 th Street
Chanute, KS 66720

Dear Ms. Krumm:

Hines, Jones, and Cameron, LLC, is pleased to hear that NCCC plans to start a paralegal educational program. In support of the program, our company would be happy to have your students work with us as interns/trainees during the final semester of the program. We would also be willing serve on the advisory committee and interview qualified graduates for available paralegal positions with our firm in the future.

The Southeast, Kansas area is lacking in qualified paralegals in the workforce and I believe this program to be of vital importance to the legal community. It is my hope that this program is successful and will provide the community and its students greater opportunities for success in the legal field. If you have any questions or concerns please do not hesitate to contact me.

Sincerely,



Hines, Jones, and Cameron, LLC
P.O. Box 108
301 S. Main
Erie, Kansas 66733

Richard L. Hines Seth A. Jones Brandon D. Cameron
rhhines@sbcglobal.net • sethajones@sbcglobal.net • brandondcameron@sbcglobal.net •

KBOR Excel in CTE Fee Summary for Proposed Academic Programs

CA-1b Form (2020)

Per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval.
 Please include all costs charged to **high school students** for the proposed new program.

Institution Name:	Neosho County Community College
Program Title:	Paralegal
Program CIP Code:	22.0302

<i>Please list all fees associated with this program: Only list costs the institution is charging students.</i>		
Fee	Short Description	Amount

<i>Please list all courses within the program and any fees associated to those courses : Only list costs the institution is charging students. Do not duplicate expenses.</i>		
Course ID	Short Description	Amount
SOSC 101 American Govt	Textbook Rental: American Government	\$51
PLGL 100 Paral in Leg Sys	Textbook: Paralegal Today: The Legal Team at Work	\$130
PLGL 105 Civil Procecd I	Textbook: Federal Civil Rules Booklet	\$30
PLGL 110 Civil Procecd II	Textbooks: Addison V. Peyton & Civil Litigation	\$205
PLGL 115 Contracts	Textbook: Law of Contracts & Uniform Commercial Code	\$95
PLGL 120 Real Prprty Lw	Textbook: Practical Real Estate Law	\$190
PLGL 125 Lgl Rsrch/Writ	Textbook: Legal Research, Analysis, and Writing	\$140
PLGL 130 Adv Lgl Rsrch	Textbook/Code: Bluebook: Uniform System of Citation & Cengage Unlmted	\$165
PLGL 135 Family Law	Textbook: Family Law in a Nutshell	\$50
PLGL 210 Ethcs,Inter,Inv	Textbook: Interviewing & Investigating	\$140
PLGL 215 Criminal Law	Textbook: Criminal Law in a Nutshell	\$50
PLGL 220 Wills,Estate,Tr	Textbook: Administration of Wills, Trusts & Estates	\$175
PLGL 225 Labor Empl Lw	Textbook: Basic Labor & Employment Law for Paralegals	\$195
PLGL 230 Busin Orgnztns	Textbook: Business Law	\$40
PLGL 250 Internship	No Books Required	\$0

<i>Please list items the student will need to purchase on their own for this program:</i>		
Item	Short Description	Estimated Amount

Total		\$1,656
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Carl D. Perkins Funding Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Neosho County Community College
Name, title, phone, and email of person submitting the Perkins Eligibility application <i>(contact person for the approval process)</i>	Brenda Krumm, Dean of Outreach and Workforce Dev. bkrumm@neosho.edu 620.432.0406
Name, title, phone, and email of the Perkins Coordinator	Dr. Sarah Robb, Vice President of Student Learning sarah_robb@neosho.edu , 620.432.0348
Program Name	Paralegal
Program CIP Code	22.0302
Educational award levels <u>and</u> credit hours for the proposed request	AAS Degree = 64 credit hours Cert B = 30 credit hours
Percentage of tiered credit hours for the educational level of this request	AAS = 70% Cert B = 100%
Number of concentrators for the educational level	Estimated 12 students to start the program in the AAS pathway
Does the program meet program alignment?	Not Applicable
Justification for conditional approval: <i>(this section must reference information found within the Local Needs Assessment)</i>	This is a new program developed with funds from a Title III Strengthening Institutions grant.

Signature of College Official _____

Sarah Robb

Date _____

3/31/2021

Signature of KBOR Official _____

Date _____