



## COOPERATIVE AGREEMENT OF AFFILIATION

This Cooperative Agreement of Affiliation (the “Agreement”) is made by Laredo College (the “College”) on behalf of the Organizational Leadership department and the Laredo Fire Department (the “Agency”), collectively the parties, on March 27, 2026, and becomes effective as of the date the last party signs this Agreement, indicating agreement between the College and the Agency (the “Effective Date”).

WHEREAS, the Agency operates a municipal fire department serving Laredo, Texas;

WHEREAS, the College offers a Level 1 Certificate in Leadership designed to develop leadership competencies, communication skills, ethical decision-making, conflict management, organizational behavior, accounting/budgeting, and professional workforce readiness;

WHEREAS, the College wishes to provide Leadership Professional Training for Agency personnel;

WHEREAS, the Agency is willing to support employee participation;

NOW, THEREFORE, in contemplation of the relationship to be established between the parties and in consideration of the mutual covenants contained herein, the parties mutually agree as follows:

Both the College and the Agency hereby agree to cooperate and work sincerely with each other whereby Agency personnel may enroll in the Level 1 Certificate in Leadership delivered in hybrid format consisting of 16 semester credit hours:

Term 1:

- LEAD 2200 – Corporate and Community Development with Critical Thinking (2 SCH)
- BMGT 2309 – Leadership (3 SCH)
- BMGT 2305 – Advanced Communications in Management (3 SCH)

Term 2:

- POFT 1413 – Professional Workforce Preparation (4 SCH)
- HRPO 1493 – Special Topics in Organizational Behavior Studies (4 SCH)

Leadership Professional Training activities may consist of applied leadership projects, organizational analysis, conflict management simulations, strategic planning exercises, budget development activities, executive communication practice, and organizational improvement initiatives aligned with fire department operations. Coursework will be delivered by qualified Laredo College faculty and administered via the Canvas online learning management system.

Upon completion, students may continue into relevant associate and bachelor degree pathways as requested by the organization and/or individual participants.

## STUDENT ADMISSION, ENROLLMENT, AND ACADEMIC POLICIES

Laredo Fire Department personnel participating in the Level 1 Certificate in Leadership must complete the Laredo College admissions application through the ApplyTexas system at [www.applytexas.org](http://www.applytexas.org) prior to enrollment in courses. Applicants are responsible for submitting all required documentation in accordance with Laredo College admissions requirements.

Participants in this program will be supported by a designated academic advisor through the Bachelor of Applied Science in Organizational Leadership (BASORGL) department, who will assist with degree planning, course sequencing, and program completion.

Following admission, students will complete the enrollment process, which includes activation of their student account and registration for courses. Students are required to meet with their assigned academic advisor for course registration.

All enrolled students are subject to Laredo College academic policies, procedures, and standards as outlined in the College Catalog and Student Handbook. This includes, but is not limited to, policies related to academic standing, satisfactory academic progress, course registration, and student conduct. Students are required to maintain a minimum cumulative grade point average (GPA) of 2.0 to remain in good academic standing.

Students retain the right to utilize established institutional processes, including academic appeals, grade-related concerns, and formal grievance procedures. Academic and enrollment-related appeals may be submitted through the appropriate College offices and review committees in accordance with established deadlines and procedures.

By enrolling in courses under this Agreement, participants agree to comply with all institutional requirements, policies, and procedures of Laredo College.

## TUITION, BILLING, AND PAYMENT TERMS

Laredo Fire Department personnel participating in the Level 1 Certificate in Leadership must complete the Laredo College admissions application through the Apply Texas system at [www.applytexas.org](http://www.applytexas.org). Applicants are responsible for submitting all required documentation in accordance with Laredo College admissions requirements in order to be reviewed for admissions and prior to enrollment in courses.

Tuition and fees for courses delivered under this Agreement shall be assessed in accordance with the current Laredo College tuition and fee schedule as published in the official catalog. Tuition is calculated based on the student's residency status and number of semester credit hours enrolled, along with applicable institutional fees, which may include technology, student services, and instructional support fees.

Courses will be billed to the City of Laredo on a flex-semester basis. Laredo College shall generate and submit an itemized invoice to the City of Laredo for each academic term in which participants are enrolled.

Payment is due within thirty (30) days from the date of receipt of the invoice unless otherwise agreed upon in writing by both parties.

The City of Laredo agrees to remit payment in accordance with the invoiced amount for enrolled participants. Failure to remit payment within the specified timeframe may result in holds on student registration or access to course participation in accordance with Laredo College policies, which require that tuition and fees be satisfied for continued enrollment.

All tuition and fees are subject to change by action of the Laredo College Board of Trustees. The most current schedule of tuition and fees is available in the Laredo College Catalog at: <https://catalog.laredo.edu/tuition-fees/schedule/>

The College and the Agency mutually agree to make no distinction among students, on the basis of race, color, sex, creed, age, sexual orientation, marital status, disability, or national origin. For the purposes of this Agreement, in addition to the aforementioned, a student shall not be denied any service or benefit that is different, is provided in a different manner or at a different time from the service provided to other students under this Agreement. A student may not be subjected to segregation or separate treatment in any manner related to receipt of any advantage or privilege enjoyed by others receiving the same service or benefit; or any other requirement or condition that individuals must meet in order to be provided any service or benefit.

Neither the Agency nor the College shall submit any material relating to the field work for publication without the expressed written consent of both parties.

1. **RESPONSIBILITIES OF THE COLLEGE.** The College agrees to fulfill the following obligations during the term of this Agreement:
  - a. Comply with the educational standards of the appropriate accreditation bodies.
  - b. Communicate with the Agency, through the Agencies' designated supervisor, on all items pertinent to the certificate in leadership.
  - c. Shall notify the Agency through the Agency's designated supervisor, of the planned schedule of academic engagements including class meetings and other activities,
  - d. Ensure that the student and faculty support and follow the Agency's policies, rules and regulations.
  - e. Ensure that the College's students, the faculty and other employees maintain the confidentiality of all information about the Agency's students and their educational records in accordance with pertinent state and federal laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA").

- f. The College will provide the Agency evidence of general liability insurance in the amount of \$1,000,000 for each occurrence and \$2,000,000 annual aggregate.

2. **RESPONSIBILITIES OF THE AGENCY.** The Agency agrees to fulfill the following obligations during the term of this Agreement:

- a. Support employee participation in program activities.
- b. Designate a supervisor or coordinator to serve as point of contact.
- c. Allow reasonable access to organizational information, facilities, or resources as needed for leadership training projects.
- d. Assist with orientation to Agency policies and procedures.
- e. Communicate performance or participation concerns to the College.
- f. Maintain confidentiality of student educational records.
- g. Shall assist in the orientation for the student/faculty to the physical facilities, policies and procedures of the Agency.

3. **REMOVAL OF PROGRAM PARTICIPANTS.** The Agency may recommend the removal of any student from the leadership program at any time in the event that the Agency determines that such action is in the best interest of the operation of the Agency. Upon such request, the Agency shall provide written documentation specifying the facts and circumstances necessitating such request for removal, so that the program shall have the opportunity to review the circumstances. The parties agree that the Agency maintains final decision-making authority regarding the student's ongoing participation in the program(s) offered through this Agreement.

4. **AMENDMENTS.** An amendment to this Agreement is not effective until approved in writing by an authorized representative from the College and the Agency and signed by both parties.

5. **REQUEST FOR PUBLIC INFORMATION AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.** Each party acknowledges that the other is obligated to strictly comply with the Public Information Act, Chapter 552, Texas Government Code, in responding to any request for public information pertaining to this agreement. Each Party acknowledges and shall comply with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations, as applicable to that Party's performance under this Agreement. To the extent either Party receives or has access to education records or personally identifiable information from such records in connection with this Agreement, that Party shall protect and use such information only as permitted by FERPA and other applicable law.

6. **CONTRACT PERFORMANCE.** This agreement is performable in Texas.

7. **FORCE MAJEURE.** Neither party is required to perform any term, condition, or covenant of this Agreement, if performance is prevented or delayed by a natural occurrence, a fire, an act of God, an act of terrorism, or other similar occurrence, the cause of which is not reasonably

within the control of such party and which by due diligence it is unable to prevent or overcome.

8. NOTICES. Any notice required or permitted under this Agreement must be in writing, and shall be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address set out below. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, email or other commercially reasonable means and will be effective when actually received. Each party can change its respective notice address by sending to the other party a notice of the new address. Notices should be addressed as follows:

Agency: Mr. Guillermo Heard  
Fire Chief  
Laredo Fire Department  
616 E. Del Mar Blvd  
Laredo, TX 78045  
(956) 718-6000  
[laredometrofire@ci.laredo.tx.us](mailto:laredometrofire@ci.laredo.tx.us)

College: Dr. Minita Ramírez  
President  
Laredo College  
West End Washington St.  
Laredo, Texas 78040  
(956) 721-5101 (telephone)  
(956) 721-5381 (fax)  
president@laredo.edu

9. TERM OF AGREEMENT. This Agreement shall be for five (5) years beginning on March 27, 2026, and ending on March 27, 2031. However, this Agreement may be terminated prior to the expiration of the term of this Agreement pursuant to the Termination section herein.
10. TERMINATION. This Agreement may be terminated prior to the expiration of the term hereof by mutual agreement of the parties; or by either party, without cause, upon one hundred eighty (180) days written notice to the other party; however, no such termination shall be effective upon any student enrolled in the Program, until the expiration of the then current academic semester for such student.
11. NO WAIVER OF IMMUNITY. Neither party waives nor relinquishes any immunity or defense on behalf of itself, its trustees, officers, employees and agent as a result of the execution of this Agreement and performance of the functions or obligations described herein, including but not limited to sovereign and governmental immunity.

12. AUTHORIZATION OF AGREEMENT. Each party represents and warrants to the other that the execution of this Agreement has been duly authorized and that this Agreement constitutes a valid and enforceable obligation of such party according to its terms.
13. NO WAIVER. No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.
14. NO ASSIGNMENT. No assignment of this Agreement or of any duty or obligation of performance hereunder shall be made in whole or in part by any party without the prior written consent of all parties hereto.
15. RIGHTS IN PROPERTY. All title to Agency supplies, equipment, furnishings, fiscal records, and student records shall remain the sole property of the Agency.
16. SECTION HEADINGS. The headings of sections contained in this Agreement are for convenience only and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the sections of this Agreement.
17. GOVERNING LAW. This Agreement is made in Texas and shall be construed, interpreted, and governed by the laws of such state. The parties consent irrevocably to the sole and exclusive jurisdiction and venue of the county and state district courts of Webb County, Texas, for any action under this Agreement.
18. COMPLETE UNDERSTANDING. The parties have read this Agreement and agree to be bound by its terms. The parties further agree that this Agreement constitutes the entire and exclusive agreement of the parties and supersedes all previous communications, representations or agreements, either oral or written, between them. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding on any party unless in writing and signed by the party against whom enforcement of such waiver, alteration or modification is sought.

*[Remainder of page intentionally left blank]*

IN WITNESS WHEREOF, the College and the Agency have executed this Agreement, in multiple originals, to become effective on the Effective Date.

LAREDO COLLEGE

LAREDO FIRE DEPARTMENT

\_\_\_\_\_  
President

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost/Vice-President of Academic Affairs

\_\_\_\_\_  
Date