



# Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

## Training Agreement

This Training Agreement ("Agreement") will serve as the instructional agreement between Laredo Community College (LCC) and **Webb County / Webb County Community Action Agency** to offer Workforce Education Courses to its participants.

### 1. Course Information

#### **Financial Planning Skills classes**

**-Family Budget:** A class designed to teach participants the basics of family budgeting and how to create and maintain a budget that works and reach financial stability.

**-Save Smart:** Participants will learn how to save for retirement on a low income. Topics include setting up direct deposit accounts, advantages of tax breaks, and learn about social security.

**-Credit:** Learn how to obtain credit and keep it positive. Students will learn the importance of building a credit history and keeping a healthy credit score.

**-Learn about loans:** A class about the different types of loans available and the steps to determine if a loan is convenient or not for their needs.

**-Skills inventory:** A class where participants can assess their skills and make them work to generate income. Participants will use strategies to make them aware of their personal inventory of work aptitudes, skills and preferences.

**-You and Your Job:** Participants will learn basic understanding of the entry-level positions available in a variety of career fields. The class provides a description of each field examples are nature of work, usual hours, and expected pay among other topics.

**-Opening your own Business:** Participants will learn the steps necessary to open their own business.

**-Care for your Money:** Participants will learn and discuss 10 ways to care for their money.

**-Trim Unnecessary Expenses:** A class designed to teach participants how easily we spend money and how we can cut down unnecessary expenses.

**-Stick to It!** A class designed for participants to learn, recognize and develop the willingness to reach their goals in the workplace and in other areas of life.

**-Checking Account 101:** Learn the basic concepts of opening a checking account and manage it well.

2. **Training Facilities**

The lecture and hands-on training location is to be determined by agreement of the parties based on customer need. Scheduling is tentative upon confirmation.

3. **Registration Process**

All students must register with LCC. All registration forms must include the complete name, date of birth, social security number (if applicable), mailing address, city & state, phone number, and must be signed by each pertinent student.

**Webb County / Webb County Community Action Agency** must notify Laredo Community College 10 business days in advance of their intent to schedule a course.

All registration forms must be submitted to LCC no later than 3 days before the class start date.

Participants can only register prior to the scheduled training and a student not registered for the class will not be permitted in the class. In addition, **no participant will be replaced for another who is scheduled to attend the class.** The College will verify each student record for any holds prior to a scheduled training upon receiving registration forms. For this particular training agreement, LCC will waive holds found on any participant and allow him/her to register for the course.

Participants may be added and/or dropped prior to the class start date upon filling out required forms. If the class takes place on weekends, students may be added and/or dropped the last Friday before class starts by 10am.

The hours of operation for The Laredo Community College are as follows:

Monday – Thursday	8am thru 6pm
Friday	8am thru 12N

4. **Instructional Materials**

Participants of the training will receive course information and any relevant instructional materials from LCC. They will have the advantage of all relevant visual aids and application exercises.

5. **Training Delivery**

The training delivery process is a comprehensive service of Laredo Community College to ensure that the training is effective. Courses will be aligned with general policies of the College. It includes the coordination of the program by a professional Workforce Development Coordinator. Also included in the delivery process is an LCC approved instructor and his or her research, preparation, delivery, and evaluation time.

All handouts, applications, books and other materials, if any or if applicable are included as part of the delivery process.

**Certificates of Completion and/or licenses will be provided to all students successfully completing the course. Students must be present at least 90 percent of class time to ensure attainment of Continuing Education Units (CEU's) and pass any required testing when applicable to successfully complete a course.**

6. **Financial Responsibility**

An invoice will be issued by Laredo Community College to **Webb County / Webb County Community Action Agency** for goods and services rendered under this Agreement. **Webb County / Webb County Community Action Agency** agrees to pay Laredo Community College in full the invoice amount within sixty (60) business days after receipt of the invoice. Refer to Addendum A.

**Note:**

**Webb County / Webb County Community Action Agency** will be financially responsible to pay LCC all amounts invoiced at a per course fee regardless of the number of students enrolled per class.

Non-payment of the services will delay the execution of any further contractual Agreements with Laredo Community College. The authorized representative with signature authority listed below assumes all financial responsibility.

7. **Statement of Confidentiality**

**Any information obtained by Laredo Community College while executing the services described in this proposal regarding the company's clients or business operations will be held in the strictest confidence.**

8. **Terms of Agreement**

The Laredo Community College will offer Financial Planning Skills courses at a per course fee. A maximum of 20 participants will be allowed per course. We are offering Customized Training to the participants and the various minimum amounts of hours are necessary in order for students to learn the terms, concepts, and procedures for each particular course.

9. **Expiration Dates**

Please be advised that course pricing(s) include expiration dates and prices are subject to increase or decrease if Laredo Community College policies change after the expiration period. The expiration date will be approximately 4 years from date of contract, unless otherwise specified. Refer to Addendum A.

**Note: The expiration date for this contract is: September 1, 2020.**

10. **Excused Absences**

Participants who miss class due to an emergency or sickness must contact the Workforce Development Coordinator and provide a doctor's excuse. This must take place before the completion of training.

**Students who miss a one-day class will not obtain a Certificate of Completion or receive CEU's.**

11. **General Provisions**

(a) 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.

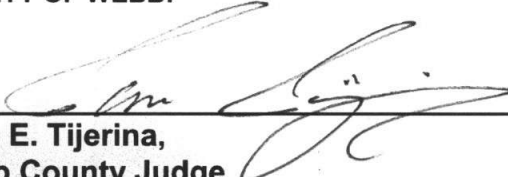
(b) This Agreement is performable in Webb County, Texas. Further, the validity of this Agreement and all matters pertaining to this Agreement, including by not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and

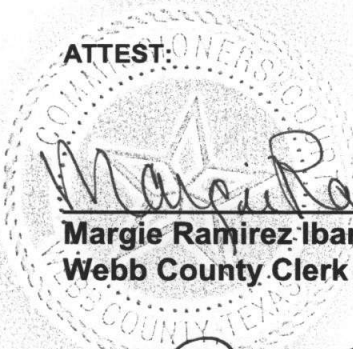
interpretation or construction, shall be governed and determined by the constitution and the laws of the State of Texas.

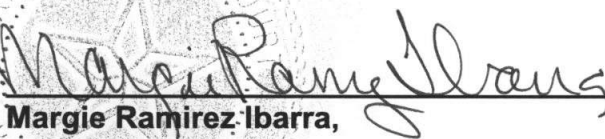
- (c) If either party is delayed at any time in the performance of its obligations hereunder by riots, fires, economic conditions, natural disasters, acts of government, acts of God, or any causes reasonably beyond its control, and which could not have been reasonably anticipated by either party, the affected party shall immediately notify the other party of the force majeure event. The time for performance of the affected party shall be extended for one day for each day of delay. A delay or failure of performance by either party under this section shall not constitute default hereunder, or give rise to any claim for damages.
- (d) 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.
- (e) Each party is an equal opportunity employer and is committed to providing equal opportunity in employment, access and the provision of services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that employers are prohibited by law from considering. Both parties agree and affirm that race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, and sexual orientation have not and will not play any role in the establishment of this Agreement, the rendering of the services provided hereunder, and the relationship between LCC and **Webb County / Webb County Community Action Agency.**
- (f) Neither party will discriminate against any employee or applicant for employment because of race, color, handicap, age, gender, sexual orientation, national origin, or political affiliation, and will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to any of the same factors.
- (g) This Agreement is a personal service contract for the services of **Laredo Community College and Webb County / Webb County Community Action Agency.** interest in this Agreement, duties hereunder and/or fees due hereunder may not be assigned or delegated to a third party.
- (h) In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.
- (i) This Agreement supersedes all prior agreements, written or oral, between the parties and shall constitute the entire Agreement and understanding between the parties with respect

to the subject matter hereof unless otherwise agreed upon in writing by LCC and **Webb County / Webb County Community Action Agency**. This Agreement and each of its provisions shall be binding upon the parties and may not be waived, modified, amended or altered except in writing and signed by both parties.

COUNTY OF WEBB:

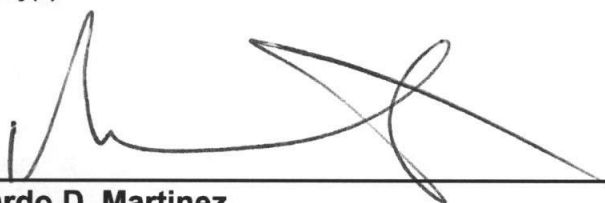
  
Tano E. Tijerina, Webb County Judge May 22, 2017  
Date



ATTEST:  
  
Margie Ramirez-Ibarra, Webb County Clerk \_\_\_\_\_  
Date

APPROVED AS TO FORM:  
  
Marco A. Montemayor, Webb County Attorney 5/25/17  
Date

\*By law, the county attorney's office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval of their own respective attorney(s).

  
Ricardo D. Martinez, CAA Director 5/25/17  
Date

LAREDO COMMUNITY COLLEGE:

**Sandra L. Cortez,**  
**Continuing Education and Adult Education & Literacy Director**

**Brenda Martinez,**  
**Workforce Development Coordinator**

**Addendum A**

<b>Name of Training</b>	<b>Financial Planning Skills</b>
Course ID	<b>NT 2001</b>
Length of Training (hours) per class	4
Minimum Enrollment	20
Maximum Enrollment	20
Number of Continuing Education Units (CEUs)	N/A
Training Site	Self Help Center
Proposed Training Date(s)	*TBD
Proposed Training Time(s) Day	TBD
Instructor	TBD
Materials & Handouts	Included
Certificates/Licenses	Included
Total investment per class (up to 25 students)	<b>\$454.55</b>
Proposal expiration	September 1, 2020
Desired Training Module (Please Initial)	

\*To be determined

\*\* The expiration date will be 30 days from date of contract, unless otherwise specified.