

MEMORANDUM OF UNDERSTANDING
BETWEEN THE SANTA FE COMMUNITY COLLEGE
AND SANTA FE COUNTY

This Memorandum of Understanding is entered into by and between Santa Fe Community College ("SFCC"), and Santa Fe County ("COUNTY"), on 2nd, August 2026.

WHEREAS, SFCC is a political subdivision of the State of New Mexico created to provide, among other things, academic and career training to the residents of Santa Fe, New Mexico, and beyond; and

WHEREAS, the COUNTY is a political subdivision of the State of New Mexico and a county government created to provide services to the citizens of the COUNTY; and

WHEREAS, SFCC and the COUNTY desire to enter into this memorandum of understanding whereby SFCC will provide instructional curriculum and services within its mission as a community college to the COUNTY to the mutual benefit of both parties.

NOW, THEREFORE, BE IT MUTUALLY UNDERSTOOD BY THE PARTIES THAT:

1. Effective immediately as of the date of this memorandum, the COUNTY and SFCC agree that they will jointly assume responsibilities for the overall operation of the EMT Program (hereinafter the "Program"). Specifically, SFCC and the COUNTY will jointly coordinate the delivery of instruction so that students participating in the Program may receive college credit in accordance with the accreditation requirements of SFCC and the State of New Mexico EMT requirements.
2. SFCC agrees that the Program management and development will be done in cooperation with the instructors of the Program who may be employees of the COUNTY. SFCC will not be responsible for assuring student attendance, student discipline and the like.
3. The parties agree that they may delineate any additional specific responsibilities of each of the parties relative to the Program.
4. The parties agree that the Program Director will be an employee of SFCC. SFCC will retain ownership and control of the curriculum and ultimate control and authority over the Program.
5. The COUNTY and SFCC will collaborate to choose the COUNTY personnel assigned to serve as instructors. SFCC will have the right to approve instructors and ensure they are compliant with all relevant New Mexico Joint Organization on Education ("NM JOE") and Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions ("CoAEMSP") requirements, as necessary. SFCC reserves the right to conduct instructor evaluations as needed and provide feedback to instructors.
6. For COUNTY-sponsored students enrolled in the Program, the COUNTY will pay the mandatory fees, special course fees, and routine instructional course fees for COUNTY-sponsored students.
7. The COUNTY is responsible for coordinating class schedules and instruction for the Program with SFCC.

8. The parties agree that the COUNTY will be solely responsible for providing the necessary equipment and related maintenance and repairs to the equipment as well as to any off-site instructional space.
9. The COUNTY will be responsible for arranging any required student/employee transportation for COUNTY-sponsored students in the Program including field trips to the SFCC campus. In that event, the COUNTY will remain responsible for COUNTY-sponsored student/employee behavior and liability.
10. The Program and all other related courses of study shall be mutually agreed upon; however, the quality and standards of training must meet SFCC general accreditation and course requirements. SFCC will be responsible for ensuring that the education design and delivery are in compliance with all SFCC requirements related to the Program and other courses offered as part of this partnership. SFCC will also provide COUNTY-sponsored students and County employees who may be instructors, guidance as to SFCC's various student policies.
11. Following are the responsibilities of the COUNTY:
 - a. Provide qualified instructors who meet all SFCC EMSI and NM JOE requirements.
 - b. Select and provide students.
 - c. Register students in specially added courses.
 - d. Ensure adherence with all EMSI expectations and requirements.
 - e. Assign grades using SFCC-approved rubric.
 - f. Turn in grades as required by SFCC Academic Calendar.
 - g. Ensure Fisdap accounts are used by all students.
 - h. Test students using EMSI-approved exams and requirements.
 - i. Notify SFCC EMSI of proposed courses at least 45 days in advance of their start date.
 - j. Ensure students all correctly create NREMT accounts and affiliate with SFCC.
12. Following are the responsibilities of SFCC:
 - a. Provide curriculum, which includes:
 - i. Information on approved text.
 - ii. Purchase Fisdap accounts.
 - iii. Provide learning objectives.
 - iv. Recommended schedule and acceptable modifications (if any).
 - v. Approved exams.
 - vi. Grading rubric.
 - vii. Course/program policies.
 - viii. Required scenarios.
 - b. Assist with clinical requirements and scheduling.
 - c. Provide certificates to students who complete all course requirements.
 - d. Assist instructors with any questions about curriculum, scheduling or other course requirements.
 - e. Assist instructors with entering grades if needed.
 - f. Approve successful students for NREMT testing in their NREMT accounts.
13. All COUNTY personnel who serve as instructors in the Program will remain COUNTY employees and will not be considered SFCC adjunct faculty or employees for any purpose other than teaching assigned courses in the Program. SFCC will not be responsible for payment to COUNTY employees for any time spent or work performed as instructors in the Program.

14. The initial term of this memorandum is one year, subject to extension or renewal for up to eight years based upon the agreement of the parties. This memorandum is subject to review at any time by either party.
15. Both parties agree that they will give each other at least 190 days prior written notice if a party does not wish to extend or renew the term of this memorandum. In the absence of such notice the term of this memorandum will automatically renew in one-year increments not to exceed eight years in total.
16. In the event that a dispute arises between the parties as to the interpretation of this memorandum, or as to the respective rights and responsibilities of the parties, the parties agree that the chief administrative officers of the parties (for SFCC, the President of SFCC, and for the COUNTY, the County Manager) shall meet and attempt to resolve the dispute. Should the attempt fail, this memorandum will terminate at the end of any given semester and/or training period.
17. Except as to those policies and procedures which the parties have agreed to develop, this memorandum contains the entire agreement between the parties and no amendment or modification of this memorandum will be valid unless signed by the COUNTY and SFCC.

IN WITNESS WHEREOF, the parties have affixed their signatures this 31st day of July, 2026.

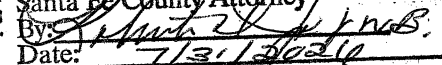
SANTA FE COUNTY



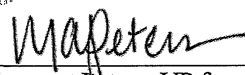
 Gregory S. Shaffer
 Santa Fe County Manager

8/2/2026

 Date

Approved as to form
 Santa Fe County Attorney
 By: 
 Date: 7/31/2026

SANTA FE COMMUNITY COLLEGE



 Margaret Peters, VP for Academic and Student Affairs

7-30-2026

 Date

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between Santa Fe Community College ("SFCC"), and the County of Santa Fe ("COUNTY"), on June 8, 2018.

WHEREAS, SFCC is a political subdivision of the State of New Mexico created to provide, among other things, academic and career training to the residents of Santa Fe, New Mexico, and beyond; and

WHEREAS, the COUNTY is an incorporated area authorized and created by the legislature of the State of New Mexico to provide municipal services to the citizens of the COUNTY; and

WHEREAS, SFCC and the COUNTY desire to enter into an agreement whereby SFCC will provide instructional curriculum and services within its mission as a community college to the COUNTY to the mutual benefit of both parties;

NOW, THEREFORE, BE IT MUTUALLY UNDERSTOOD BY ALL PARTIES THAT:

1. Effective immediately as of the date of this memorandum, the COUNTY and SFCC agree that both entities will jointly assume responsibilities for the overall operation of the EMT Program (hereinafter referred to as the "Program"). Specifically SFCC and the COUNTY will jointly coordinate the delivery of instruction so that students participating in the Program may receive college credit in accordance with the accreditation requirements of SFCC and the State of New Mexico EMT requirements.
2. SFCC agrees that the Program management and development shall be done in cooperation with those instructors of said Program who may be employees of the COUNTY. SFCC shall not be responsible for assuring student attendance, student discipline, and the like.
3. The parties specifically agree that they may delineate any additional specific responsibilities of each of the parties relative to the Program.
4. The parties agree that the Program Director will be an employee of SFCC. SFCC will retain ownership and control of the curriculum and ultimate control and authority over the Program.
5. The COUNTY and SFCC will collaborate to choose the COUNTY personnel assigned to serve as instructors. SFCC will have the right to approve instructors and ensure they are compliant with all relevant New Mexico Joint Organization on Education ("NM JOE") and Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions ("CoAEMSP") requirements as necessary. SFCC faculty reserve the right to conduct instructor evaluations as needed and provide feedback to instructors.
6. For COUNTY-sponsored students enrolled in the Program, the COUNTY will pay the standard tuition, mandatory fees, special course fees, and routine instructional course fees. SFCC agrees to reimburse the COUNTY up to the rate an Adjunct Instructor at the midpoint on the approved Adjunct Faculty pay scale would be paid to teach the Emergency Medical Services Institute ("EMSI") courses related to licensure at the EMT or EMT-I level. If the total tuition paid exceeds the midpoint, it will not be refunded.
7. The COUNTY is responsible for coordinating class schedules and instruction with SFCC.

8. The parties agree that the COUNTY shall be solely responsible for providing the necessary equipment and related maintenance and repairs to said equipment, as well as to any off-site instructional space.
9. SFCC agrees that for all classes conducted under this MOU, the COUNTY will be refunded tuition, up to the amount an Adjunct Instructor at the midpoint on the approved Adjunct Faculty pay scale would be paid to teach the Emergency Medical Services Institute ("EMSI") courses related to licensure at the EMT or EMT-I level. If the total tuition paid exceeds the midpoint, it will not be refunded. All relevant college and course-specific fees will not be refunded.
10. If the COUNTY shall terminate an employee from its employment while such employee is a COUNTY sponsored student in the Program, the COUNTY must continue its financial sponsorship for the student through that semester/term; however, the COUNTY will not be required nor responsible for continuing financial sponsorship of the former employee after that instructional semester/term.
11. The COUNTY will be responsible for arranging any required student/employee transportation for COUNTY-sponsored students. This does not prohibit field trips to the SFCC campus. In that event, the COUNTY will remain responsible for COUNTY sponsored student/employee behavior and liability.
12. The Program and all other related courses of study shall be mutually agreed upon; however, the quality and standards of training must meet SFCC general accreditation and course requirements. SFCC will be responsible for ensuring that the education design and delivery are in compliance with all SFCC requirements related to the Program and other courses offered as part of this partnership. SFCC will also provide COUNTY employees guidance as to SFCC's various student policies.
13. Following are the responsibility of the COUNTY:
 - a. Provide qualified instructors who meet all SFCC EMSI and NM JOE requirements
 - b. Select and provide students
 - c. Register students in specially added courses
 - d. Pay tuition and all relevant course specific fees (equipment fee is waived, testing fee is also waived if the COUNTY will be conducting testing in house)
 - e. Ensure adherence with all EMSI expectations and requirements
 - f. Assign grades using SFCC-approved rubric
 - g. Turn in grades as required by SFCC Academic Calendar
 - h. Ensure Fisdap accounts are used by all students
 - i. Test students using EMSI-approved exams and requirements
 - j. Notify SFCC EMSI of proposed courses at least 45 days in advance of their start date
 - k. Ensure students all correctly create NREMT accounts and affiliate with SFCC
14. Following are the responsibility of SFCC:
 - a. Provide curriculum, which includes:
 - i. Information on approved text
 - ii. Purchase Fisdap accounts
 - iii. Provide learning objectives
 - iv. Recommended schedule and acceptable modifications (if any)
 - v. Approved exams
 - vi. Grading rubric
 - vii. Course/program policies

- viii. Required scenarios
 - b. Assist with clinical requirements and scheduling
 - c. Provide certificates to students who complete all course requirements.
 - d. Assist instructors with any questions about curriculum, scheduling or other course requirements.
 - e. Assist instructors with entering grades if needed
 - f. Approve successful students for NREMT testing in their NREMT accounts
- 15. All COUNTY personnel who serve as instructors shall remain COUNTY employees and shall not be considered SFCC adjunct faculty or employees for any purpose other than teaching the assigned courses as part of this Contract. SFCC shall not be responsible for payment to individual COUNTY personnel for any time spent or work performed as instructors under the terms of this MOU.
- 16. This agreement will be for an initial term of one (1) year, renewable for up to eight (8) years based upon the mutual agreement of both parties. This agreement is subject to review at any time by either party.
- 17. Both parties agree that they will give each other at least one hundred twenty (120) days prior written notice if it is their intention not to renew this agreement. In the absence of such notice, this agreement shall automatically renew.
- 18. In the event that a dispute arises between the parties as to the interpretation of this agreement, or as to the respective rights and responsibilities of the parties pursuant to this agreement, the parties agree that the chief administrative officers of the respective parties (For SFCC it shall be the President and for the COUNTY it shall be the COUNTY Manager) shall meet and attempt to resolve the dispute. Should this attempt fail, the agreement shall terminate at the end of any given semester and/or training period.
- 19. Except as to those policies and procedures which the parties have agreed to develop, this agreement contains the entire agreement between the parties and no amendment or modification hereof shall be valid unless executed by both the Santa Fe COUNTY Manager and the President of Santa Fe Community College.

IN WITNESS WHEREOF, the parties have affixed their signatures this 8th day of

June, 2018.

Cecilia Cervantes
 President
 Santa Fe Community College
by
Magdalena

Gatherine M. M.
 COUNTY Manager
 COUNTY of Santa Fe

Approved as to form
 Santa Fe County Attorney
 By: [Signature]
 Date: 6/1/18

[Signature]
 Finance Director
 6/4/18