

CORRECTIVE ACTIONS TO DATE

- The College disclosed the allegations to the New Mexico Office of the State Auditor (OSA).
- The College engaged an external independent auditor, Jaramillo Accounting Group LLC (JAG), to perform these consulting procedures after the OSA designated the College for a special audit to assess the College's compliance with applicable laws, regulations, policies, and procedures.
- The College has implemented certain new policies and procedures.
 - Implemented class size requirements for class sizes
 - Reviewed programs and removed or reduced programs with low enrollment.
 - Reviewed and updated policies on travel, procurement, and purchasing.
 - Implemented background checks for all new and existing employees through Assurehire.
 - Ensured all employees do annual Vector training for FERPA, sexual harassment, and other needed areas.
 - Updated and follow appropriate hiring practices.
 - Revised personnel handbook with staff, faculty, administration and board input and review.
 - Revised administrative handbook to follow current law and new procedures and policies.
 - President meets monthly with Staff and Faculty Senate President, review minutes from their respective meetings. Staff and Faculty Presidents are an ongoing agenda item on monthly board agenda. Student Senate president when active.
 - President sends weekly or bi-weekly updates to staff and faculty on current situation of college (finances, audits, programs, moves)
- Enacted a solvency plan approved by the New Mexico Higher Education Department
 - Cut the number of Chiefs/VP's from 8 to 2.
 - All employees over \$50,000 took mandatory pay cuts based on rate of pay.
 - Analyzed each employee's job duties and retitled job positions and set pay at an acceptable level.
 - Moved employees to needed positions and from areas that were not performing.
 - By July 1, 2023, multiple employees left voluntarily or were not renewed.
 - Applied and received a supplemental grant from New Mexico State Board of Finance for retraining in Jenzabar, the college information system.
 - Supplemental funds requested from the legislature for the end of FY23 and start of FY24. Funds were reauthorized for FY25. It is not expected that all of the supplemental funds will be used and therefore revert at the end of FY25.
 - Eliminated all but required travel.

- Went under EFOP(enhanced fiscal oversight) for NM Higher Education Department
 - Weekly and quarterly reports
- Board Actions:
 - President of Board of Trustees resigned.
 - The board appointed a new board member and also elected that person as chairperson.
 - The board engaged in initial training by HED in June, 2023.
 - The board has engaged in ongoing training through ACCT (national organization of community college trustees).
 - The board created and appointed an audit committee and a finance committee
 - Follows Open Meetings Act.
- Community
 - Began regular updates to Quay County Commission and City of Tucumcari City Council
 - Began updates to area school districts(within GAR)
 - Other organizations (Rotary, Altrusa, etc.)
- Personnel(After evidence of financial security)
 - Recruiter position added
 - Evening Coordinator(part-time)
 - Marketing position
 - Move to fill vacant position as quickly as possible to best fit college needs.
- Other Financial steps:
 - The College engaged a contractual consulting CFO. (Mrs. Judy Scharmer, retired NMMI CFO)
 - Resulted in timely and accurate budget and BAR submittals.
 - College intends to retain consultant after FY25 when HB2 supplemental ends.
 - Retained services of retired controller to assist business office
- **Foundation**
 - Secretary/Treasurer resigned.
 - New president was appointed.
 - Working to disclose information.
 - Leases from foundation to college were reduced to \$0 for FY23, minimal amount for FY24 and FY25
 - Improved communication between college and foundation
 - Scholarship meeting to direct early fall scholarship awards. (Had not been given during covid and held until spring in FY24 and FY25) Will begin in summer of FY26.
 - Moved staff employee (1/2 time dedicated to foundation) to an area with less distractions.
 - Working toward catching up on audits.
 - Began fundraising activities in FY24.
 - February Shrimp Boil (FY24 and FY25)

- Sponsor of Foundation Golf Tournament
 - July 2024 and 2025