



**Request for Applications
Nurse Expansion Appropriation
Fiscal Year 2023 Application
Guidance & Template**

Pursuant to Laws 2022, Chapter 54 of the 55th Legislative Session, General Appropriations Act – HB2 Section 5, the New Mexico Higher Education Department (NMHED) is requesting applications for funding activities expanding enrollment in and graduation from nursing programs at public higher education institutions.

Complete applications are due to the Department on or before June 15, 2022. Please note, applications for funding to support endowed faculty positions in nursing are to be submitted separately. Please refer to the “Endowed Positions in Educator Preparation, Social Work, and Nursing” request for applications.

The Department requests that applicant public higher education institutions complete the following template and remit to NMHED via email to the following contact:

New Mexico Higher Education Department
C/O Dr. Harrison Rommel, Director, Institutional Finance Division
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505
Harrison.Rommel@state.nm.us
and
Brittany.Gutierrez@state.nm.us

The Department’s award process involves the review and ranking of proposals submitted by public higher education institutions in New Mexico. The NMHED Institutional Finance Division is tasked with ensuring all distributions are expended for allowable activities.

This cycle is for expenditures and activities in Fiscal Year 2023 (FY23). Any funding requests for FY24 should be submitted to NMHED by September 15, 2022, and incorporated into Research and Public Service Project (RPSP) submissions for nurse expansion funding.

The total amount available for FY23 is \$15 million. Institutional requests may not exceed \$1.5 million per program, per campus. Consortium requests (e.g., multiple higher education

institutions or branch campuses) may submit a single application with amounts not to exceed \$1.5 million per participating higher education institution.

It is important to note that funding appropriated in FY23 is *non-recurring*. While projects should differentiate between recurring and non-recurring requests, there is no guarantee of support in future fiscal years. However, the Department is dedicated to working with higher education institutions to incorporate awarded recurring requests into the FY24 Department, Executive and Legislative budget requests.

Applications should describe how the activities supported by state funds will address one or more of the following:

- Increase the number of nursing students admitted to the program for the academic year.
- Enhance recruitment and/or retention of nursing faculty through competitive salaries, stipends, and other incentives. Note that the “**Endowed Positions in Educator Preparation, Social Work, and Nursing**” request for applications may be more appropriate for this activity.
- Expand clinical sites beyond urban area hospitals to include nursing homes, clinics, rehabilitation centers, birthing centers, etc.
- Utilize new or existing funds to assist faculty and students with transportation and lodging when partaking in clinical placements outside their home residence.
- Develop appropriate tutoring, mentoring and other support programs to retain students and ensure successful graduation and passage of the National Council Licensure Examination, most commonly known as the NCLEX exam.
- Recruit students with a focus on ethnic, gender and geographic diversity as well as expand opportunities for all qualified applicants.
- Work in collaboration with local education agencies (LEAs) or high schools to recruit qualified applicants.
- In border area schools, require at least some clinical rotations to occur in New Mexico facilities to increase the chances of students staying in their home areas upon graduation.
- Retain at-risk students with measurable impact on retention and graduation.
- Expansion of infrastructure to support enrollment growth (e.g. additional staff, software/IT, and other support).

This list is not intended to be comprehensive or limiting in scope. Other activities that can demonstrably increase the number of nursing graduates from a public higher education institution will be considered. Applicants should clearly identify new versus expanded or continuing activities.

For any questions, please contact Brittany Gutierrez, Data Analyst, NMHED Institutional Finance Division, at Brittany.Gutierrez@state.nm.us or (505) 476-8439.

Section I: Applicant Summary

Please complete the following sections. Use additional space and/or attach supplemental documentation as required.

- A. Higher Education Institution name and primary contact information and title for person(s) regarding activities supported by this funding cycle:

Higher Education Institution: Clovis Community College

Full Name: Rachelle Grim

Title: Director Sponsored Programs

Telephone: 575-769-4174

Email: grimr@clovis.edu

- B. Project Abstract:

Clovis Community College (CCC) is a rural HSI institution near the border of Texas. In reviewing the data for our full-time students, sixty-six percent receive Pell grants, forty-four percent are Hispanic, and forty percent are first generation. Students that have these characteristics have been identified as being at a greater risk in reaching their educational goals. The Nursing program has several additional costs associated with program completion including a weeklong trip to Las Vegas, NM for clinicals, a Kaplan subscription for exam study, and the cost of the exam itself all of which students pay for themselves. Further, it is a challenge to attract and retain nursing faculty in this rural location and with the standard faculty salary offered at CCC. This proposal remediates these identified barriers particularly with at-risk students, with the goal of increasing enrollment and successful completion for students as well as retention of faculty.

- C. Please describe in detail proposed activities that will be accomplished with non-recurring funds from the Nurse Expansion appropriation (see **APPENDIX** for allowable costs):

This proposal has three primary targets: attract and retain students by making the nursing program more affordable; attracting and retaining nursing faculty; purchasing additional equipment needed to support enrollment growth. Our goals will be to increase student enrollment, retention, and exam pass rate and to increase the number of nursing faculty.

We will begin by ramping up marketing efforts by adding a billboard and movie theater ad and increasing social marketing efforts. These ads will highlight the new cost savings as well as the outstanding success of the program at CCC. The new cost savings will promote new enrollment and increases retention. This proposal will provide the following student costs savings:

- The costs for a week of clinicals with the New Mexico border, in Las Vegas, NM. This will include the cost of mileage, lodging and per diem for each student. (This also meets one of the grant goals of having students in a border college do a rotation within NM)
- Mileage costs for students doing clinicals that are outside of Clovis, NM

- A stipend to cover Kaplan fees and books
- Reimbursement for the exam if the student passes it on their first attempt
- Tuition assistance, after other financial aid has been expended, and contingent on signing a contract committed to go into nursing education

These measures will make starting in a nursing program more attractive and affordable and will support students with those additional costs incurred through the completion of their program. CCC has additional measure starting this fall which include starting students together in a nursing cohort while they complete prereqs and implementing a textbook affordability program. We are excited about how all these steps together will lead to more nurses and nurse educators in the future!

Our second challenge is attracting and retaining nursing faculty. The proposal will provide a stipend to nursing faculty contingent on them signing a 3-year commitment contract. Currently nursing faculty with an MSN on a 9-month contract start at \$55,000 and on an 11-month contract it's \$73,000. The average teaching salary for MSN faculty in New Mexico ranges from \$69-84,000. The proposed stipend would help bridge the gap and make faculty positions here at CCC more attractive.

Finally, this proposal will add additional equipment and software licenses to support the anticipated enrollment growth. This includes a new mom mannequin, a baby mannequin and software updates for the simulations.

- D. Please describe in detail proposed activities that will require recurring funding in future years:

If future funding becomes available, we will apply to continue to support the student annual costs for travel, Kaplan, exam fees, and tuition assistance as described above.

Section II: Budget Summary

Please complete the following budget activity table. The Department may request supplemental documentation at any time prior to or after award disbursement. Details of expenditures by category should be noted in the proposed activities above. Awardees will submit additional budget detail in the format outlined by Research and Public Service Project (RPSP) submissions.

A. Requested Amount of funds from the FY23 Appropriation Cycle:	\$284,000
B. Proposed amount of non-recurring funding:	\$254,000
C. Proposed amount of recurring funding:	\$30,000
D. Budget Detail (as applicable) by Category ---	
Expenses From (Date):	July 1, 2023
To (Date):	June 30, 2024
1.) Salary and Benefits:	
2.) Contractual Services:	\$17,012
3.) Equipment:	\$122,205.77
4.) Supplies:	
5.) Travel:	\$12,204.80
6.) Administrative and Other Costs:	\$102,500.00
7.) Other (Please describe in detail):	
8.) TOTAL:	

If necessary, please add additional comments on the budget proposal below:

- The Stipend for Faculty Retention is a 1-time cost so it is currently listed under Administrative and Other Costs rather than Salary, as that would be recurring. Faculty who receive the stipend will be required to sign a 3-year commitment.
 - 13 MSN faculty @ \$7,500 each
 - 1 BSN faculty @ \$5,000
- Travel for students includes:
 - 40 students lodging (25 rooms – 2 per room with single if needed = 25 x 100) 2500
 - 40 students mileage (40 x 162.62) 6504.8
 - 40 students per diem (40 x 30.00) 1200
 - Estimated Mileage for clinicals in surrounding towns outside of Clovis \$2000
- Equipment
 - Purchase mom mannequin- \$52,795.54

- Purchase baby mannequin- \$46,047.34
- Update software- \$23,362.89

- Marketing/Contractual
 - Billboard \$6,512
 - Movie theater ad (Hereford and Clovis) per year \$10,500

Marketing and Student costs/support comprise the recurrence costs for the following year FY24.

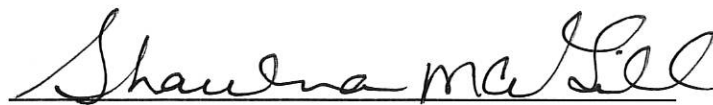
Section III: Performance Targets

Please identify two or more measurable performance targets to measure the success of the proposed activities in the template below.

Goal based on benefit to students, especially at-risk students, generation of nursing degrees					Comments: Demonstrate consistent improvement as a result of the awarded funds, trends, etc.
	Actuals for FY22 (if applicable)	Targets for FY23	Targets for FY24	Targets for FY25	
1	Increase # of faculty	5 MSN, 1 BSN	13 MSN, 1 BSN		14 instructors will complete our capacity. Once we have 14, we cannot add greater targets until our facilities expand
2	Increase # of new students	109	120	140	
3	Increase % of exam pass rate	82%	90%	90%	Within 3 months of graduation
4					
5					

Section IV: Certification

I certify that to the best of my knowledge and belief all of the information on this form is correct. I understand that NMHED may at any time request any additional documentation required regarding activities supported by the appropriation. I also understand that failure to report completely and accurately may result in sanctions including but not limited to voidance of any award made by NMHED.



Signature of Authorized Representative

6/9/2022

Date

Shawna McGill, MSN, RN

Printed Name

Division Chair of Allied Health/ Allied Health
Title and Department

Clovis Community College
Higher Education Institution

APPENDIX

I. Allowable Costs: Regular appropriation and carryover

To frame the policy of allowable costs we consider the question: What constitutes nursing expansion activities? The Department defines **Nurse Expansion** as: *activities or expenditures designed to quantitatively increase the number of nursing graduates from the higher education institutions, as measured by an increase in the number of nursing degrees conveyed from year to year.*

As such, the allowable costs and activities can include, but are not limited to:

- Hiring of additional nursing faculty. Note that available funding under faculty endowment appropriations should be prioritized and that funding for faculty shall “supplement, and not supplant” other funds.
- Hiring of student support staff. Student support staff paid through nurse expansion funds (e.g., advisors, tutors, etc.) should dedicate the majority of time to support of nursing students and not be part of the general support staff for the higher education institution. Reasonable accommodations can be made for support staff that work within the general health sciences departments or divisions of the higher education institutions.
- Addition of instructional space specifically intended for nursing students (e.g., simulation labs, clinical practice spaces, etc.). Expenses may include construction or renovation costs, equipment purchases, and furnishing of the instructional space. This does *not* include regular classroom instructional space that may be used for other courses, nor should it include addition or renovation of faculty or staff office space, furniture, computers, supplies, and other expenses associated with the day-to-day operations of faculty and staff. These expenses should be supported through a higher education institution’s Instruction and General (I&G) budget. If funded, approval may be subject to review of the NMHED Capital Project Division.
- Any equipment, instructional materials, and consumables that are required to *increase* the number of nursing students that can be trained in an academic period are allowable. The guideline is that the funds expended shall “supplement, and not supplant” other funds.
- Miscellaneous expenses related to the maintenance of program accreditation that result from an increase in instructional capacity are allowed.
- Activities and expenses related to recruitment, retention, and professional development of nursing faculty, as long as these funds do not supplant other sources.

II. Carryover Funds (funds not expended within the fiscal year of the original appropriation):

In addition to the activities listed above, use of carryover funds may be used to support student scholarships. Again, the principle of “supplement, not supplant” shall be used. The Department recommends that scholarships supported by **Nurse Expansion** funds should supplement and not supplant other aid; and preference be given to students that declare intent to practice as a nurse educator. The following are proposed guidelines for the distribution of nurse expansion funds as scholarships for future nurse educators:

- A. Every award shall be evidenced by a contract between the higher education institution and the student. The contract shall provide for the payment by the state of a stated sum to the student and shall state the obligations of the nurse educator under the program, including a specified minimum period of service as a nurse educator.
- B. Nurse educators who serve a complete year shall receive credit for one year for the purpose of calculating any loan repayment award amounts. The minimum loan repayment award amount to be paid for each year completed shall be subject to approval by the Department.
- C. The contract between the nurse educator and the college or department shall provide that, if the recipient does not comply with the terms of the contract, they shall reimburse the college or department for all payments made on the student's behalf, unless the higher education institution finds acceptable extenuating circumstances for why the nurse educator cannot serve or comply with the terms of the contract.
- D. The higher education institution shall report to NMHED on: the amount of funds used for tuition scholarships; the number of scholarships awarded; and the degree or credential sought for each student supported by the tuition scholarship.

This list is not intended to be comprehensive or limiting, as there may be other activities or expenses that would constitute a reasonable use of **Nurse Expansion** funds. Other proposed expenses that do not fall within the categories described above should be submitted to the Department for approval by the Higher Education Cabinet Secretary.