



**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: Central New Mexico Community College

Full Name: Diane Evans-Prior, DNP, RN

Title: Associate Dean, Nursing and Patient Support Cluster

Telephone: 505.224.4144

Email: devansprior@cnm.edu

- B. Project Abstract:

Central New Mexico Community College (CNM) is the largest community college in New Mexico. CNM leads the country in associate degrees and certificates awarded to Hispanic and Native American students (Hunter, 2019). Its Nursing Program admits 96 students three times annually, maintains enrollment of approximately 400, and typically graduates about 220 graduate nurses each year. As a point of clarification, graduation numbers are fewer than total enrollment due to the program being four (4) to five (5) terms long as it includes fifth term dually enrolled associate degree and baccalaureate degree students through New Mexico Nursing Education Consortium partnership with the University of New Mexico.

This funding will be used in FY 23 to support and retain our current students which would improve our program completion rates in 150% of time from 60.09% in AY 20/21 to 80% by FY 25. This goal translates to approximately 50 additional graduates annually which is more than many of our rural partners' programs can produce in the same timeframe. Please note: CNM has flexibility in its hiring of part-time faculty pool positions and will continue to independently support the program with the additional part-time faculty positions that will be needed associated with increased retention rates.

- 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):

We are requesting equipment and instructional materials that are appropriate and necessary to increase the number of nursing students that can be trained in an academic period. Much of our equipment is aging and will not withstand the additional practice needs of the increased number of students, particularly the equipment utilized in the senior year of the program as these terms will be the most impacted by the additional retention.

Equipment included in this request:

Item	Associated Purchase Need	Rationale
Laptop Computers for testing	Computer Storage and Charging stations (need a place to store, charge, and secure these items)	While most students have digital devices, many have outdated equipment that does not support the variety of programs/resources the program uses. Having additional computers to loan students will promote student success.
Fit Testing Machines	None	Fit testing takes 15 minutes per student per mask. We need more fit testing machines to support the number of students and variety of masks.
Stryker Cub Pediatric Crib Stretcher - Refurbished	None	Current crib is outdated and does not represent best pediatric safety and care practices.
Sim Baby by Laerdal	Will require warranty purchases	We need more pediatric mannequins to support instruction in senior year. Several mid/high fidelity mannequins are showing wear and tear and are out of warranty. We would benefit from replacing them which increases student hours per mannequin.
Nursing Kid		
Nursing Kelly		
Nursing Anne		
Vital Sim for Kelly and Anne		
Handheld scanners for Sim Chart	We already have this teaching electronic health record purchased.	Adding handheld scanners will mirror clinical practice in our simulation and practice labs.
B. Braun Infusomat Space 2nd generation intravenous infusion pumps.	None	Our current intravenous infusion pumps no longer represent best practice for our students.
RFID/Barcode Inventory System	None	Having an inventory control system will decrease waste over time and decrease the amount of time faculty spend tracking down equipment.
Stryker Transport Stretcher (refurbished)	None	Adding stretchers will optimize lab space, adding assessment stations as needed. Provides flexibility for in-class demonstrations.
Birthing Forceps	None	Access to obstetrical clinical sites is too restrictive. We cannot rotate all students through a rotation and our clinical partners have made the experience observational only which significantly diminishes the experience. Adding this equipment increases the fidelity of lab instruction and provides the hands-on skill practice our students need.
Kiwi Vacuum extractor		
Deluxe Flexible Pelvis model set		
Fetal monitor, refurbished CardiacDirect CardioTech GT-1200 Fetal Monitor		
12-lead EKG Machine	None	Nurses are increasingly hired in non-hospital settings. This is an important skill for our students to learn but we lack this machine.
GE MAC 2000 trolley		Provides a mobile stand for EKG machine.

Item	Associated Purchase Need	Rationale
Nasco Healthcare Adult Venipuncture and Injection Training Arms and replacement skins available in light, medium, and dark skin tones	None	These arms provide critical practice for intravenous access. This is a skill that our students need to master prior to honing that skill on humans. The practice sessions are destructive to the arms. We need replacements and additional arms to meet the practice needs of the retained students.
BP cuffs, Aneroid Gauge and Nylon Case	None	We need to replace our current supply to represent currently used models and to increase the numbers to accommodate the additional students.

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

We are not requesting additional faculty in this proposal, as that request has been submitted to the NMHED Endowed Position in Nursing. We are, however, requesting nine (9) critically needed support staff positions to be each funded for two (2) years. This would give us sufficient time to hire for these positions and utilize them for a longer period of time, while also giving CNM and NMHED time to establish whether or not the State will be able to continue funding these positions as part of the RPSP process. This also allows for additional time for CNM to seek alternative funding sources should the funding not be available.

Position needed	Rationale
Associate Dean (AD) for Nursing and Patient Support – 1 full-time equivalent (FTE)	CNM’s new School of Nursing and Patient Support (NPS), of which the nursing program represents over 80% of the served students and needs an additional AD support (for a total of two) to manage the large number of full- and part-time faculty. The second AD would put both NPS ADs at 40-50 direct reports, which is consistent with other schools within CNM in terms of span of control and smaller support and supervision communities. This provides appropriate levels of support and supervision so that we can ensure quality education as a deliverable to our students.
Sim Lab Specialist – 2 FTEs	Nursing is the single largest consumer of simulation within CNM. We need additional sim technicians to meet our growing simulation needs as retention rates improve.
Student Success Navigator (nursing tutor) – 2 FTEs	Master’s prepared nurse educators to help support nursing students whose needs exceed what can be provided during instructors’ office hours. These individuals would have no role in curriculum development, assessment, or grading.

Position needed	Rationale
	These positions would be a new role with compensation at a rate that would lure in qualified nurses.
Academic Affairs Specialist (administrative support) – 1 FTE	This position plans, coordinates, and performs administrative and fiscal activities for the School of Nursing and Patient Support. Oversees the administrative daily operations of the School and its various components, ensuring compliance with College, local, state, and federal policies and regulations. Serves as the primary contact for both internal and external constituents on matters pertaining to School office management. This position is responsible for researching, planning, prioritizing, implementing, and following-up on multiple academic special projects and academic initiatives and communications. Addition of this position releases faculty from these other duties.
Science Tech 2 – 1 FTE	Technician to carry out Fit Testing duties and provide additional lab support. COVID has reshaped the face of PPE in patient care areas. N-95 masks are now a critical piece of equipment required by facilities. Unfortunately, facilities have varying masks that they will accept, meaning that individual students may be fitted to up to five (5) different masks. Faculty have been filling this role during the pandemic and its immediate aftermath, but this is very expensive and pulls faculty away from teaching and student support duties.
Sim Actor – 2 FTEs	Sim Actors are a very efficient way of administering simulation. The interactions are more realistic and do not require additional technical support during the simulations. Using actors allows the program to measure student performance on interpersonal communication, motivational interviewing, conflict resolution, and de-escalation techniques. Adding two (2) FTEs to the available Sim Actor pool will expand the number of high-fidelity sim hours our students can experience. These actors can also be utilized to help train and remediate the hourly sim actor pool.

In addition, we are requesting \$50,000 in recurring funding for direct student support. This would provide funding for travel to more rural clinical sites, for opportunities such as conferences, and for emergency scholarships for students. CNM had previously offered emergency scholarships previously through RPSP funding in the early 2010s at which time students could apply for up to \$1,000 per FY. While there are additional emergency scholarships available through the CNM

Foundation, the RPSP funds were historically more available to nursing students because the qualifying conditions were less restrictive and allowed for us to address individualized student needs.

Our equipment requests include purchase of additional high-fidelity simulation mannequins. These high-cost items require the purchase of recurring warranties so that maintenance can be done in a timely manner to extend the life and reliability of these items, keeping them available for student use.

Finally, we are seeking additional funding to support activities and expenses related to recruitment, retention, and professional development of nursing faculty. This includes institutional memberships in professional organizations, travel to conferences, study and cost of board certification examinations, and bringing speakers and/or consultants to the college so that training can be more widespread. With the new NCLEX-RN NextGen licensure examination, the training needs of faculty will be more intense over the next several years.

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:	\$ 1,499,906.00
B. Proposed amount of non-recurring funding:	\$ 412,000.00
C. Proposed amount of recurring funding:	\$ 1,087,906.00
D. Budget Detail (as applicable) by Category ---	
Expenses From (July 1, 2022):	
To (June 20, 2024):	
1.) Salary and Benefits:	\$ 949,783.00
2.) Contractual Services:	\$ 39,623.00
3.) Equipment:	\$ 412,000.00
4.) Supplies:	
5.) Travel:	
6.) Administrative and Other Costs:	
7.) Other (Professional Development/Student financial support):	\$ 98,500.00
8.) TOTAL:	\$ 1,499,906.00

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

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	Actuals for FY22 (if applicable)	Targets for FY23	Targets for FY24	Targets for FY25	Comments: Demonstrate consistent improvement as a result of the awarded funds, trends, etc.
1	Increase program completion in 150% of time from 60% to 80%	FY 2021: 60.09%	70.00%	75.00%	80.00%	
2	Increase program completion rate in 150% of time students who are identified as financially at-risk.	Not currently tracked for AASN students by program (tracked by institution).	Increase of 10% from FY 22	Additional increase of 10% from FY 23	Additional increase of 10% from FY 24	Will work with data extraction team at CNM to track

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

06/15/2022
Date

Tracy Hartzler
Printed Name

President
Title and Department

Central New Mexico 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.