



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: Eastern New Mexico University-Roswell

Full Name: Shawn Powell, Ph.D.

Title: President

Telephone: 575-624-7111

Email: shawn.powell@enmu.edu

- B. Project Abstract:

This proposal is for expansion of the nursing program at Eastern New Mexico University – Roswell. Our nursing program has consistently been recognized as one of New Mexico’s top ranked nursing preparation programs and was identified as the top program in the state in 2020 and 2021, as compiled by Nursing Process.org. The nursing career field has been identified as having critical workforce shortages on a local, statewide, and national basis. If approved, this proposal would allow our campus to assist in reducing this shortage by increasing our capability to educate nursing students. In January 2022 our nursing program added a second, level one student cohort, thereby, going from admitting nursing students once per year to twice per year. If approved this proposal would create the space needed to increase the number of nursing students admitted to the program through the renovation of existing space in our Health Science building.

- 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 is to renovate 6,400 square feet of existing space in our Health Science Building to increase our nursing programs classroom and lab spaces. Once complete, this expansion will allow us to add to the number of students admitted to our nursing programs. In keeping with the attached appendix for allowable costs, this proposal is in line with the following provision: “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.”

The space to be renovated was most recently used as a dental clinic for our campus and the Roswell community. The dental services were discontinued in March 2022 when the service provider moved into a separate space in the community. The dental equipment

owned by our campus is in the process of being transferred to NMSU-Dona Ana which operates dental programs.

Initial architectural design and cost estimates for this renovation project were provided by Nims, Calvani, and Associates Architects of Albuquerque (attached). The initial proposed renovations were developed with input from our nursing program faculty and academic affairs leaders, and approved for presentation to the New Mexico Higher Education Department by the ENMU-Roswell Community College Board and the ENMU Board of Regents. The initial architectural renovation cost estimates are \$2,651,571. This request is for \$1,500,000. If granted, remaining funds for this renovation would be drawn from existing capital reserves \$1,151,571.

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

If approved, once renovations are complete additional funding for nursing faculty salaries would be requested through an increase in our current RPSP funds dedicated to the nursing faculty.

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:	\$1,500,000
B. Proposed amount of non-recurring funding:	\$1,500,000
C. Proposed amount of recurring funding:	0
D. Budget Detail (as applicable) by Category ---	
Expenses From (Date):	July 1, 2022
To (Date):	June 30, 2023
1.) Salary and Benefits:	
2.) Contractual Services:	
3.) Equipment:	
4.) Supplies:	
5.) Travel:	
6.) Administrative and Other Costs:	
7.) Other (Please describe in detail): Renovation of existing space	\$1,500,000
8.) TOTAL:	\$1,500,000

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

N/A

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 number of students by increasing available space	48	64	64	80	The proposed renovation would allow more students to be admitted to the nursing program
2	Increase number of graduates by increasing available space	20 (Covid-19 Cohort)	48	48	60	The proposed renovation would allow more student to graduate from the nursing program
3						
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

June 15, 2022

Date

Shawn Powell, Ph.D.

Printed Name

President

Title and Department

ENMU-Roswell

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.

ENMU Roswell Nursing Program Expansion

6/14/2022
NCA Architects

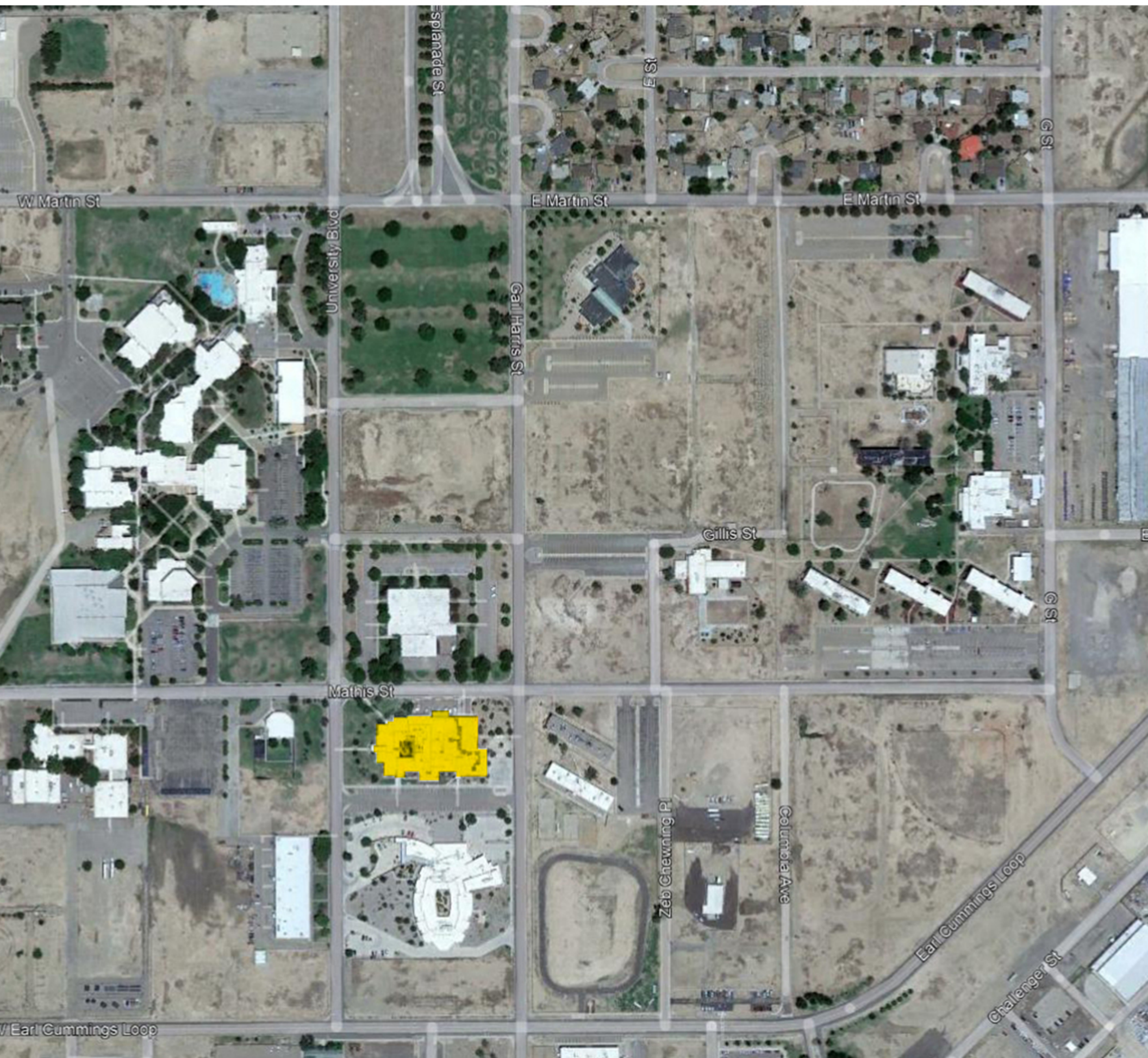


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- Finish Floor and Grade Difference
- New Student Commons Space

Executive Summary

The following is a summary of the enclosed preliminary design for the Nursing Program Expansion for the ENMU – Roswell campus.

NCA Architects was charged to develop a nursing program expansion within the existing abandoned dental clinic addition located in the southwest corner of the Health Science Center – see Attachment 1. After meeting numerous times with the nursing department staff and college administration, a space program was developed - see Attachment 2. After further discussion, it was determined that the expansion will consist of the following spaces with the associated elements:

- 2 Nursing Classrooms
 - 30 and 36 students at 2' x 6' tables with power and data
 - Folding wall between classrooms
 - Overhead projection screen
- 2 Nursing Skill Labs
 - 28 students at 2' x 6' tables with power and data
 - 6 beds at each lab
 - Headboards with power and data
 - Privacy curtains
 - 2 hands-free scrub sinks at each lab
 - Common storage room with a washer and dryer
 - Open adjustable shelving, 2' deep
 - Overhead projection screens
 - Folding wall between classrooms

Existing windows and structural columns limited the basic layout.

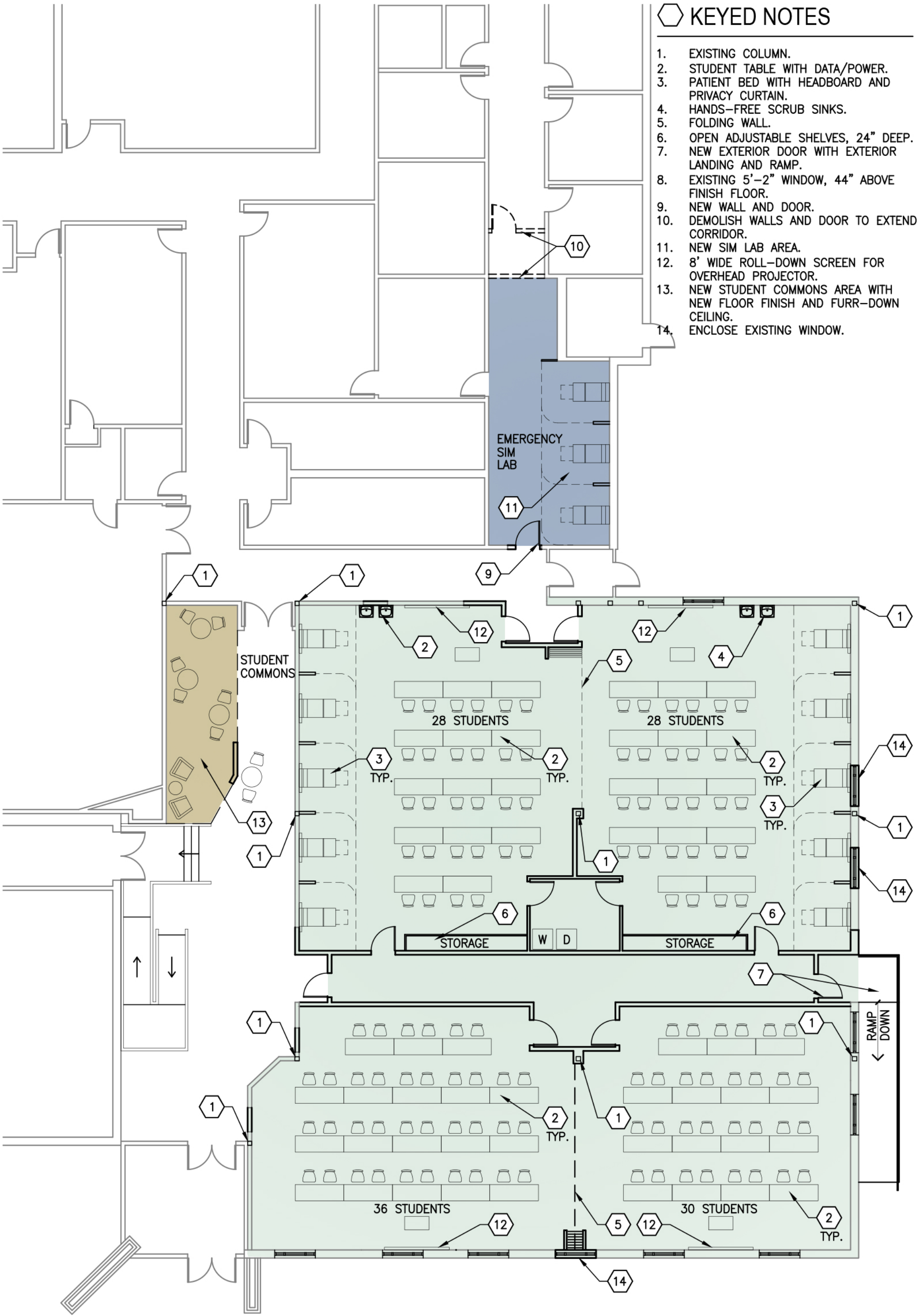
Visual from each student to either instructor is critical when folding wall is open.

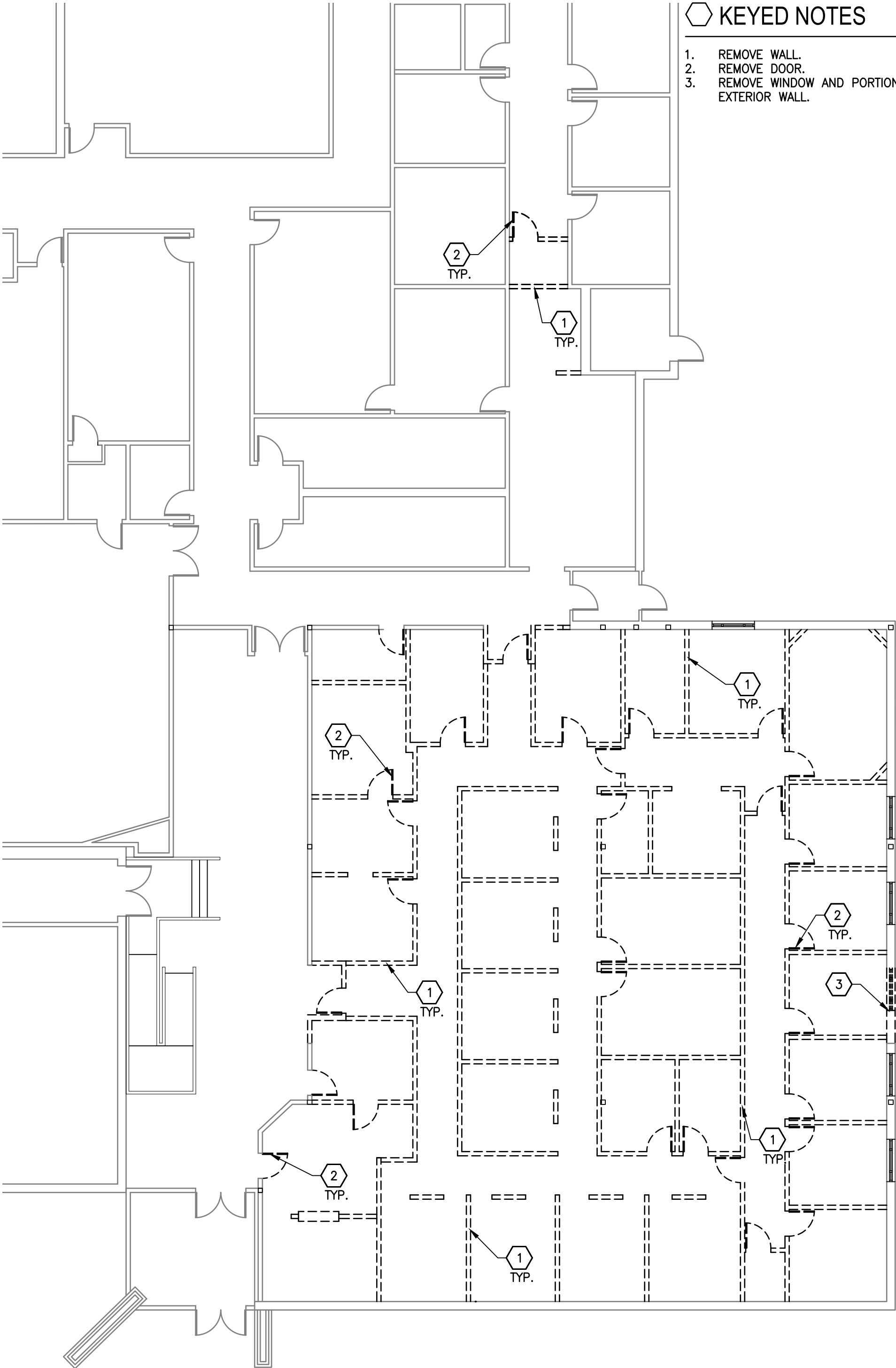
- The expansion of the Sim Lab is obtained by creating space and extending an existing corridor by minimal demolition.
- A Student Commons will be developed in Foyer 174 by defining a space for lounge settings with flooring and ceiling furr-downs.

Three preliminary plans were developed (see Attachment 3) with Option 2 being the most advantageous to the Nursing Program because it:

- Provided for the optimum number of students
- Provided good visual from all students to all instructors
- Provided better flow for instructional purposes

The new spaces will have new appropriate finishes, acoustical ceilings with revised HVAC ductwork, new LED lighting, new doors and hardware. A new east entrance will be developed with an exterior landing and handicapped accessible ramp for an approximately 18" level change.





- KEYED NOTES
1. REMOVE WALL.
 2. REMOVE DOOR.
 3. REMOVE WINDOW AND PORTION OF EXTERIOR WALL.

Preliminary Cost Estimate
Includes 3 noted areas (Nursing Instruction Areas, SIM Lab and Student Commons) and exterior improvements.
Includes all contractor mark-ups (general conditions, overhead + profit, bond)

<u>Construction</u>				
Demolition	6,185 s.f.	x	\$20	\$ 123,700
New Construction	6,185 s.f.	x	\$290	\$1,793,650
			Sub Total	<u>\$1,917,350</u>
Estimating + Escalation Contingency 10%				<u>\$ 191,735</u>
Subtotal				\$2,109,085
NMGRT 7.8333%				<u>\$ 165,211</u>
Total				\$2,274,296

<u>Architectural / Engineering Fees</u>				
A/E Fee 7.5%				\$ 170,572
Outside Estimator				\$ 6,500
Reimbursables / Travel				<u>\$ 4,000</u>
			Subtotal	\$ 181,072
NMGRT 7.8750%				<u>\$ 14,259</u>
Total				\$ 195,331

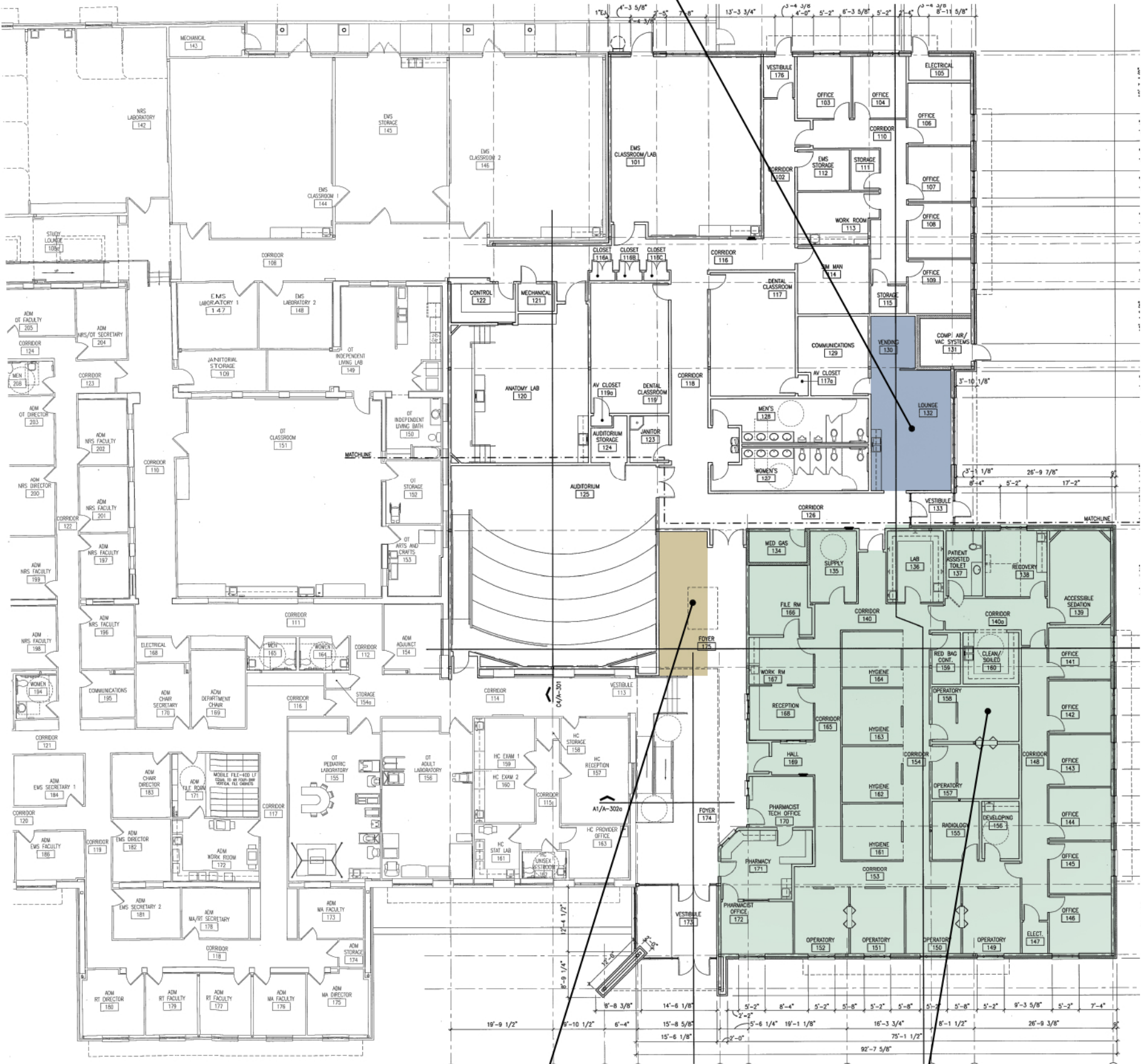
<u>Other</u>				
FF+E (Fixtures, Furnishings and Equipment) 3%				\$ 68,229
Construction Contingency 5%				<u>\$ 113,715</u>
Total				\$ 181,944

<u>Summary</u>				
Construction				\$2,274,296
AE Fees				\$ 195,331
Other				<u>\$ 181,944</u>
Total				\$2,651,571

Attachment 1

Key Plan

NEW SIM. LAB
EXPANSION



NEW STUDENT
COMMONS

NEW NURSING
PROGRAM EXPANSION

KEY PLAN



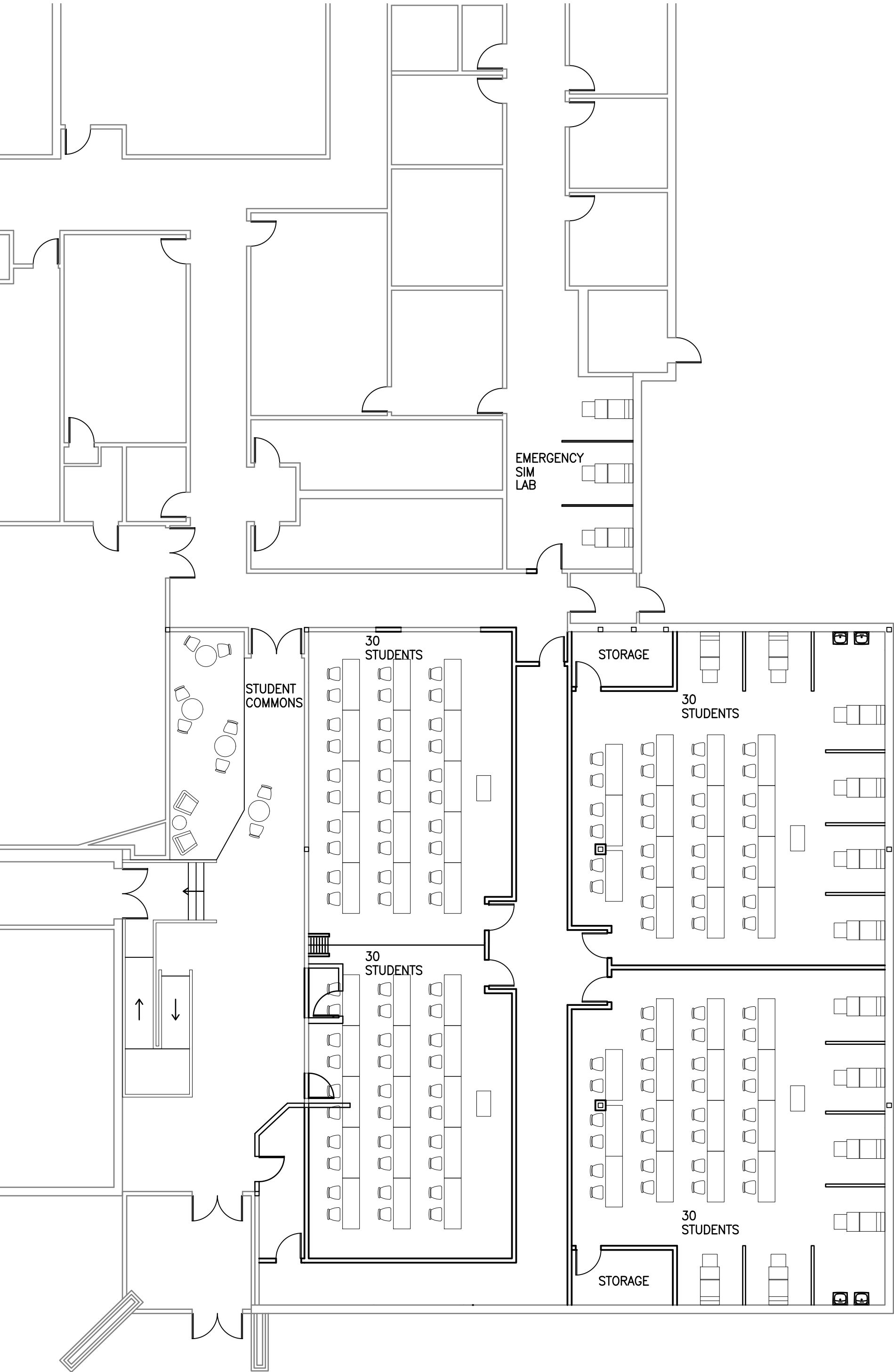
Attachment 2
Program

ENMU Nursing Program

[illegible]

Attachment 3
Other Options





Attachment 4

Photos

Photos







New Student Commons Space