UPDATED: 6/10/22 (morning)

FY23 Workforce Education

Program Funding Requests Questions & Answers

SBCTC considers answers in this Questions and Answers (Q&A) document to be the only official source for answers related to FY23 Workforce Education Program Funding Requests (PFR). Questions (Q) and answers (A) are presented in reverse order, showing the most recently-received questions at the top of the document. This is so that colleges may check back frequently during the funding request process and easily see new Q&As. This document will be updated through Wednesday, June 15, 2022.

General Questions

Q7: Must all funds awarded through this current application process for Nursing FTE Expansion, Healthcare Simulation Labs and Cybersecurity FTE Expansion be expended by June 30, 2023, or can funds be used throughout the three-year performance period (2022-23 – 2024-25)?

A7: All funds awarded for FY23 have to be expended by June 30, 2023.

Q6: Will you make available the powerpoint slides for this meeting?

A6: Yes, slides and a recording will be available at:
https://www.sbctc.edu/colleges-staff/programs-services/workforce-education/program-funding-request.aspx

Q5: Will program funding requested by PFR come through as a separate budget similar to other grants or as part of a college's allocation?

A5: Program funding requested by PFR (cybersecurity FTES, nursing FTES, and nursing simulation lab equipment) will be part of a college's allocation, likely appearing as provisos. Please work with your business office to identify the funds in the allocation.

Q4: I'm curious on the budget limitations for FTE expansions specifically. Is it the idea primarily to pay instructors to open more sections, or can we use it to pay for recruitment and retention efforts or direct student aid?

A4: Cybersecurity FTES and Nursing FTES funding may be used for instructional and enrollment support activities, inclusive of salaries and wages; employee benefits; goods and services; travel; contracts; and capital outlays (equipment). **UPDATED 6/7/22:** The funds may be used for recruitment and retention efforts, and for direct student aid, provided that the college can directly link such expenditures to new enrollment.

Q3: Is the funding response in narrative form or should a spreadsheet be included?

A3: The Program Funding Request (PFR) is a self-contained survey form. No additional narrative or spreadsheets are required. It is required that a signed assurances document is submitted by email for each PRF the college submits. For example, if the college submits one PFR for nursing and one for cybersecurity, the college would submit one signed assurance document for nursing, and a separate one for cybersecurity (even if the college is requesting funding for multiple instructional programs).

Q2: Can any of these funds (cybersecurity FTES, nursing FTES, and nursing sim lab equipment) be used on capital projects, like room renovation?

A2: **UPDATED 6/7/22** Yes. If this application includes any facility improvement work, it should be procured using a public work process administered by the Engineering & Architectural Services division of the Department of Enterprise Services (DES), unless it is eligible for self-performance by college staff. DES will charge a project management fee for administering the public work portion of the project. Colleges can self-perform work with qualified staff if the total cost of the work is less than $45,000 and only requires one trade, or up to $90,000 for work requiring multiple trades. (RCW 28B.50.330). The college must submit a Local Capital Expenditure Request to the SBCTC Capital department for expenditure tracking of the facility modifications. Colleges may not create any new building footprint or permanent structures using these funds.

Q1: Could schools collaborate on projects or are funds awarded only to single colleges?

A1: These funds will be allocated to individual colleges. That being said, colleges are welcome to collaborate through their own agreements, and are encouraged to do so where efficiencies can be made. Each college that is part of the collaboration should determine their own FTE growth targets and will be allocated funding accordingly.

Cybersecurity FTES

CQ11: Are associate degree programs eligible for this funding request? I see Nursing includes ADN programQs, and we have an associate degree that feeds directly into the NSCOM bachelor's program. Adding capacity there would help increase our FTE in the broader program

CA11: Yes, funding can be used to grow FTES in professional-technical associate degrees programs for Cybersecurity.

CQ10: If the associate degree is allowed, do we need separate applications, one for the bachelors, and one for the associates, with different goals for each, and do we need separate assurance documents for each application?

CA10: Yes, please submit one application for each program and out the associated goals for that program. Please note: Colleges only need to submit <u>one assurances document</u> for Cybersecurity FTES requests even when submitting multiple requests for different cybersecurity programs.

CQ9: We are wondering if we can take a scale approach to build capacity and request 30 total FTEs that would support expanding our cybersecurity enrollments by 10FTE per year over 3 years? For example we would increase by 10FTE in 2022-23, 10 FTE in 2023-24, and 10 FTE in 2024-25. By 2025 we would have increased by 30FTE.

CA9: The college can take a scaled approach to building up to the 30 FTES but you would still request the full 30 FTES for every year, beginning with FY23.

CQ8: Our college wants to request cybersecurity FTES funding for multiple different instructional programs. Should we combine our requests in one survey form, or do we need to fill out one survey form for each instructional program?

CA8: For cybersecurity FTES, please submit one PRF form for each instructional program, including non-credit programs. Please note, this is a different approach than for nursing FTES.

CQ7: What is the total amount of funding available for cybersecurity FTES?

CA7: There is funding for 500 FTES at $9,000 per FTES.

CQ6: Are consortiums allowed in application to these funds?

CA6: These funds will be allocated to individual colleges. That being said, colleges are welcome to collaborate through their own agreements, and are encouraged to do so where efficiencies can be made. Each college that is part of the collaboration should determine their own FTE growth targets and will be allocated funding accordingly.

CQ5: How will the FTE requirement be measured in the case of non-credit programs?

CA5: **UPDATED 6/07/22**

Determining FTES equivalents for non-credit courses: This information is contained in the SBCTC Coding Manual on Page 17. You may also wish to review the Course Contact Hours section of the Coding Manual (page 9). The relevant excerpt from page 17 is:

> For non-credit bearing (0 credit) courses:
> **credit equivalent** = class contact hours /11 (standard # of weeks in quarter for system)
>
> **class contact hours** = the sum of:
> lecture contact hours
> *Ten to twelve* classroom *contact hours, including final examinations, generate one credit hour.*
> lab contact hours divided by 2
> *Twenty to twenty-four contact hours generate one credit hour.*
> worksite (clinical) contact hours divided by 3
> *Thirty to thirty-six instructional hours generate one credit hour*
> other contact hours divided by 3
> *Thirty to thirty-six instructional hours generate one credit hour*

Coding Requirements: SBCTC will develop coding requirements for both non-credit and credit programs for monitoring purposes. SBCTC may make requests to college instructional administrators, enrollment administrators, and/or institutional researchers to test and validate coding. SBCTC will research the contact hour to FTES conversation and follow-up.

CQ4: What happens if enrollment does not increase?

CA4: This is to be determined at a later date. Funds may be subject to redistribution after year two of funding, based on outcomes and college input.

CQ3: Are funds available for new program development in these areas?

CA3: Yes, cybersecurity FTES funding may be used to develop new instructional programs, provided that such development creates new FTE growth by spring of FY25.

CQ2: Is there an expectation for the size of growth or the percentage? Smaller colleges may not have the same number to increase as larger institutions but could have similar percentages of growth.

CA2: The unit that will be used for funding requests and growth is FTES (full time equivalent annual students). Please request the number of FTES that you can grow by, considering the staffing and equipment opportunities that this funding presents.

CQ1: My cybersecurity program is already overloaded (usually 10 FTE overload) and I expect that trend to continue for future FYs. Since it stays at a pretty high FTE amount, how would I show growth when it is just me in the program?

CA1: Please request the number of FTES that you can grow by, considering both the staffing and equipment opportunities that this funding presents, and also any current overload situations.

Nursing FTES

NQ17: Should we include in the Nursing Expansion FTEs and Nursing Program Simulation Lab Equipment narratives what we think the total expense of our request will be? We're not sure if we should include budget information in either of these submissions.

NA17: Please do not include budget information. Funding amounts will be determined once all the requests are in and depend on the number of applications, SIM needs self-assessment, and - for FTE expansion - number of programs committing to add 25 or more slots.

NQ16: We are wondering if we can take a scaled approach to build capacity and request 30 total FTEs that would support expanding our nursing enrollments by 10 FTE per year over 3 years? For example, we would increase by 10 FTE in 2022-23, 10 FTE in 2023-24, and 10 FTE in 2024-25. By 2025 we would have increased by 30FTE.

NA16: The college can take a scaled approach to building up to the 30 FTES but you would still request the full 30 FTES for every year, beginning with FY23.

NQ15: Our college has both ADN and PN programs. Do we need to complete separate funding request forms for each type of program? Or, can we put them together in one form? Can you do multiple program expansions in one proposal (ie LPN and RN)?

NA15: Please submit only one form. Please provide details in the Project Objectives narrative on how you anticipate using the funds (e.g., expansion of a PN program by n FTES, creation of a new cohort of ADN, etc.). Please note that this is a different approach from how cybersecurity FTES requests are being handled (see above).

NQ14: If we're requesting FTES for both ADN and PN programs, does the FY23 priority expansion of 25 FTES apply to both programs combined, or would that growth target have to be achieved by each program?

NA14: Yes, the priority applies to both programs combined.

NQ13: Does this include expansion of NAC (nursing assistant certified) programs or only LPN and RN?

NA13: Funding is available for LPN, ADN, and BSN programs. NAC programs are not considered for funding at this time.

NQ12: Can this funding be used to support expansion of bridge programs to PN, ADN, and/or BSN programs?

NA12: Yes, as long as the result is FTES growth in nursing programs.

NQ11: What happens if you don't meet the goal of growth?

NA11: This is to be determined at a later date. Funds may be subject to redistribution after year two of funding, based on outcomes and college input.

NQ10: Do we have to have confirmed clinical slots or can part of the request for funding be to seek those? As we need multiple approvals to increase capacity do we need approval at time of application (i.e., nursing commission, clinical placements, and national accreditation)?

NA10: Developing clinical placement slots and/or seeking capacity increase approvals are allowed as part of capacity building and may be incorporated into the program funding request. You do not need to have prior approvals to receive funds.

NQ9: The system for prioritization for nursing funding disproportionally affects colleges in rural areas that have increased difficulty in hiring new faculty. These are also the areas that are most in need of Nurses. Doesn't that seem a bit unfair for smaller colleges who don't have the same capacities as larger schools to expand space wise?

NA9: The $300,000/25 slots priority was passed down to the system by the Legislature as a priority for FY23 rapid expansion; SBCTC is not at liberty to change that. Please see NQ2 & NA2, below, for information about multi-college collaborations as an option to leverage growth. Additionally, all colleges are eligible for the remaining funds for nursing program expansion.

NQ8: By 25 FTES, do you mean an increase of 25 students in the program or 25% of the current capacity?

NA8: 25 Full Time Annual Equivalent students - as opposed to headcount or percentage of current capacity - is the priority requirement set forth by the Legislature. Please see the question and answer above, as well.

NQ7: Can you clarify what 'Plan Code (s)' are under Program Information in the Nursing Program FTE Funding Request?

NA7: **UPDATED 6/7/22:** The Nursing Program FTE PFR includes LPN, ADN, and BSN programs. It is the CIP Code that is the primary designator of funding edibility vs. Plan Code. CIP Codes included for LPN, ADN, and BSN are 51.3901 and 51.3801. Plan Codes vary among colleges, but CIP Codes are standard. Please contact your ctcLink help desk or institutional researcher to obtain the plan code for your instructional program.

NQ6: If you have a current program and are planning on opening a different track, can this funding be used for both?

NA6: Yes, the objective is to expand enrollment capacity. Please provide detail about this in the Project Objectives narrative.

NQ5: Since the funding for FTES is to support LPN, ADN, and BSN, is this funding open to 4-year colleges/universities (private and or public) or only CTC schools?

NA5: Funding from SBCTC will support LPN, ADN, and BSN programs at CTCs only.

NQ4: Are any of these conversations around these funds complimenting discussions with the Nursing Commission on easing in-person clinical requirements versus simulation?

NA4: SBCTC continues to work with stakeholders to address clinical placement issues, which could include discussion about the administrative rules for simulation in place of clinical placements.

NQ3: Can we collaborate for a statewide RN to BSN curriculum across the state as a hybrid model with local clinical?

NA3: These funds will be allocated to individual colleges. That being said, colleges are welcome to collaborate through their own agreements, and are encouraged to do so where efficiencies can be made. Each college that is part of the collaboration should determine their own FTE growth targets and will be allocated funding accordingly.

Regarding curriculum development and other capacity-building activities, they are allowed with these funds, and need to result in FTE growth by Spring of 2025.

NQ2: Can multiple colleges collaborate as a consortium to leverage growth in some way?

NA2: These funds will be allocated to individual colleges. That being said, colleges are welcome to collaborate through their own agreements, and are encouraged to do so where efficiencies can be made. Each college that is part of the collaboration should determine their own FTE growth targets and will be allocated funding accordingly.

NQ1: Just to clarify that these funds can be used for expanding or starting RN to BSN programs

NA1: Yes, these funds may be used for both expanding and starting RN to BSN programs as long as colleges can demonstrate nursing enrollment growth by Spring of 2025.

Nursing Lab Simulation Equipment

SIMQ7: What will constitute virtual simulation "equipment"? Will funding be approved for virtual simulation student licenses from vendors?

SIMA7: Loaner tablets, VR headsets, software purchases and use licenses are allowable uses of these funds. Other costs for procurement and use of virtual simulation equipment may be allowable; please inform SBCTC of those other types of costs so that they can be reviewed for allowability.

SIMQ6: Does the funding apply for maintenance agreements for simulation equipment?

SIMA6: If maintenance agreements for simulation equipment help enable new or continued operation and use of nursing simulation equipment, then they would be allowable expenses.

SIMQ5: Can the Base equipment funding be used to train simulation lab faculty or technicians? Is there a possibility for faculty training or professional development included in the funding?

SIMA5: **UPDATED 6/7/22:** Yes, "base" sim equipment funding may be used for sim lab operations, including staffing and staff/faculty training on equipment operation and programming, beginning in FY24 and beyond.

For FY23 funds, these funds may be used for training expressly when training is required to operate the new or upgraded equipment. Funds may not be used for general training, certification, or professional development.

SIMQ4: Can the funds be used to retrofit space for additional simulators? Can these funds be used for Capital Projects?

SIMA4: **UPDATED 6/7/22** Yes. If this application includes any facility improvement work, it should be procured using a public work process administered by the Engineering & Architectural Services division of the Department of Enterprise Services (DES), unless it is eligible for self-performance by college staff. DES will charge a project management fee for administering the public work portion of the project. Colleges can self-perform work with qualified staff if the total cost of the work is less than $45,000 and only requires one trade, or up to $90,000 for work requiring multiple trades. (RCW 28B.50.330). The college must submit a Local Capital Expenditure Request to the SBCTC Capital department for expenditure tracking of the facility modifications. Colleges may not create any new building footprint or permanent structures using these funds.

SIMQ3: Does this funding include funds for mobile sim units (vans)?

SIMA3: No, the mobile sim units (vans) funding is not included in this funding opportunity and will be presented separately at a later date.

SIMQ2: Can simulation lab equipment funding requests include allied health programs, or only nursing?

SIMA2: The proviso is for nursing programs to purchase or upgrade simulation laboratory equipment. It does not preclude sharing lab space with other allied health programs.

SIMQ1: Can funds be used to support virtual simulation?

SIMA1: Yes, these funds may be used for virtual simulation equipment.

##END##