

Quarterly Budget and Expenditure Reporting under CARES Act Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable

Institution Name: Mildred Elley Date of Report: 07/10/2021 Covering Quarter Ending: 06/30/2021
 Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 1,388,983 Section (a)(2): \$ 0 Section (a)(3): \$ 0 Final Report?

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Providing additional emergency financial aid grants to students. ¹	\$ 0	\$ 0	\$ 0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$ 0	\$ 0	\$ 0	
Providing tuition discounts.	\$ 0	\$ 0	\$ 0	
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	\$ 139,914	\$ 0	\$ 0	
Providing or subsidizing the costs of high-speed internet to students or faculty to transition to an online environment.	\$ 0	\$ 0	\$ 0	
Subsidizing off-campus housing costs due to dormitory closures or decisions to limit housing to one student per room; subsidizing housing costs to reduce housing density; paying for hotels or other off-campus housing for students who need to be isolated; paying travel expenses for students who need to leave campus early due to coronavirus infections or campus interruptions.	\$ 0	\$ 0	\$ 0	
Subsidizing food service to reduce density in eating facilities, to provide pre-packaged meals, or to add hours to food service operations to accommodate social distancing.	\$ 0	\$ 0	\$ 0	
Costs related to operating additional class sections to enable social distancing, such as those for hiring more instructors and increasing campus hours of operations.	\$ 0	\$ 0	\$ 0	
Campus safety and operations. ²	\$ 0	\$ 0	\$ 0	

¹ To support any element of the cost of attendance (as defined under Section 472 of the Higher Education Act of 1965, as amended (HEA)) per Section 18004(c) of the CARES Act and the Interim Final Rule published in the *Federal Register* on June 17, 2020 (85 FR 36494). Community Colleges in California, all public institutions in Washington State, and all institutions in Massachusetts have different requirements due to recent U.S. District Court actions. Please discuss with legal counsel. HEERF litigation updates can be found [here](#).

² Including costs or expenses related to the disinfecting and cleaning of dorms and other campus facilities, purchases of personal protective equipment (PPE), purchases of cleaning supplies, adding personnel to increase the frequency of cleaning, the reconfiguration of facilities to promote social distancing, etc.

Category	Amount in (a)(1) institutional dollars	Amount in (a)(2) dollars, if applicable	Amount in (a)(3) dollars, if applicable	Explanatory Notes
Purchasing, leasing, or renting additional instructional equipment and supplies (such as laboratory equipment or computers) to reduce the number of students sharing equipment or supplies during a single class period and to provide time for disinfection between uses.	\$ 0	\$ 0	\$ 0	
Replacing lost revenue due to reduced enrollment.		\$ 0	\$ 0	
Replacing lost revenue from non-tuition sources (i.e., cancelled ancillary events; disruption of food service, dorms, childcare or other facilities; cancellation of use of campus venues by other organizations, lost parking revenue, etc.). ³		\$ 0	\$ 0	
Purchasing faculty and staff training in online instruction; or paying additional funds to staff who are providing training in addition to their regular job responsibilities.	\$ 0	\$ 0	\$ 0	
Purchasing, leasing, or renting additional equipment or software to enable distance learning, or upgrading campus wi-fi access or extending open networks to parking lots or public spaces, etc.	\$ 0	\$ 0	\$ 0	
Other Uses of (a)(1) Institutional Portion funds. ⁴	\$ 750,680			
Other Uses of (a)(2) or (a)(3) funds, if applicable. ⁵		\$ 0	\$ 0	
Quarterly Expenditures for each Program		\$ 0	\$ 0	
Total of Quarterly Expenditures	\$ 896,342	\$ 0	\$ 0	

³ Including continuance of pay (salary and benefits) to workers who would otherwise support the work or activities of ancillary enterprises (e.g., bookstore workers, foodservice workers, venue staff, etc.).

⁴ Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Section 18004(a)(1) Institutional Portion funds may only be used "to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus, so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship."

⁵ Please post additional documentation as appropriate and briefly explain in the "Explanatory Notes" section. Please note that costs for Sections 18004(a)(2) and (a)(3) funds may only be used "to defray expenses, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, payroll incurred by institutions of higher education and for grants to students for any component of the student's cost of attendance (as defined under section 472 of the HEA), including food, housing, course materials, technology, health care, and child care."

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Explanatory Notes:

Other Uses of (a)(1) Institutional Portion of Funds.

- § 46,539 The institution hired Instructional Designers/Student Support Specialists due to the COVID-19 crisis. Due to the shutdown of campus operations we required additional assistance to design, develop and maintain online courses for our students. In addition, these positions were required to assist with online related student and faculty issues and to conduct periodic student and faculty training sessions related to the delivery of coursework online due to the pandemic.
- § 14,396 Shipping materials and shipping costs incurred due to the shutdown of campus operations. Students were not allowed to come to campus to pick up required materials for their online courses i.e. laptops, textbooks. These items were shipped to students homes so they could continue their studies online.
- § 247,000 The institution's current student information system did not have the capacity to handle the increased need for cloud based student records nor had it been able to handle the increase use volume since the pandemic. There have been periods of frequent decreased speed and even complete system outages due to the increased volume. The current systems capacity limits have been a huge disruption in our operations, therefore to meet the cloud based demands during this pandemic the institution procured a new student information system that can better manage student data and share electronic records securely.
- § 97,575 The institution found it necessary to upgrade our current phone system to a cloud bases system during the pandemic. This allows remote faculty and staff the ability to receive and make calls via an app on their computers or cellphones. The cloud based system allows students to be serviced in real time instead of having to leave messages and waiting for a call back. The new phone system the institution procured also has the added benefit of integrating with the new SIS system.
- § 21,504 The institution's files and records housed on our internal network drives were not easily and readily available to our staff and faculty in the remote environment. The institution migrated our network drives into SharePoint to allow for ease of access to all our institutional records in a remote environment, allowing us to better serve our students in a more timely and efficient manner.
- § 34,290 The institution invested in several on line library resources the students could access online while being remote.

- \$ 7,631 The institution invested in online plagiarism software to mitigate plagiarism while students are in a remote environment.
- \$ 126,357 The institution invested in technological equipment for faculty and staff so they may be effective and efficient to deliver accurate and timely service to our students in this remote environment.
- \$ 26,955 The institution had to invest in Adobe to convert all our necessary documents and forms into electronic format as we work to service students in the remote environment.
- \$ 128,432 The increased use of video conferencing, collaborative learning, and learning management platforms such as Zoom, Microsoft TEAMS, McGraw Hill Connect, GDP, Moodle and others has demonstrated the inadequacy of the institutions existing computer equipment. The increased institutional dependence on updated and new technology platforms implemented in response to the pandemic, resulted in faculty and staff reporting limited functionality of their existing computer equipment. Therefore, the institution purchased upgraded equipment to allow faculty and staff to be better equipped to function with these new platforms in a more efficient manner.

\$ 750,680 Total Other Uses of (a)(1) Institutional Portion of Funds