

**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: South Suburban College Date of Report: 04/07/2021 Covering Quarter Ending: 03/31/2021  
 Total Amount of Funds Awarded: Section (a)(1) Institutional Portion: \$ 5,973,386 Section (a)(2): \$ 514,606 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. <sup>1</sup>	\$ 0	\$ 0	\$ 0	
Providing reimbursements for tuition, housing, room and board, or other fee refunds.	\$ 0	\$ 0	\$ 0	
Providing tuition discounts.			\$ 0	
Covering the cost of providing additional technology hardware to students, such as laptops or tablets, or covering the added cost of technology fees.	\$ 125,581	\$ 0	\$ 0	See footnote 1 under section 18004(a)(1) footnotes
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. <sup>2</sup>	\$ 178,472	\$ 0	\$ 0	See footnote 2 under section 18004(a)(1) footnotes

<sup>1</sup> 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.](#)

<sup>2</sup> 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.). <sup>3</sup>		\$ 148,543	\$ 0	See footnote 1 under section 18004(a)(2) footnotes
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.	\$ 1,500	\$ 0	\$ 0	See footnote 3 under section 18004(a)(1) footnotes
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.	\$ 350,046	\$ 0	\$ 0	See footnote 4 under section 18004(a)(1) footnotes
Other Uses of (a)(1) Institutional Portion funds. <sup>4</sup>	\$ 248,586			See footnote 5 under section 18004 (a)(1) footnotes
Other Uses of (a)(2) or (a)(3) funds, if applicable. <sup>5</sup>		\$ 0	\$ 0	
<b>Quarterly Expenditures for each Program</b>	<b>\$ 904,186</b>	<b>\$ 148,543</b>	<b>\$ 0</b>	
<b>Total of Quarterly Expenditures</b>	<b>\$ 1,052,728</b>			

<sup>3</sup> 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.).

<sup>4</sup> 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."

<sup>5</sup> 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 IICA), including food, housing, course materials, technology, health care, and child care."

**Form Instructions**

**Completing the Form:** On each form, fill out the institution of higher education (IHE or institution) name, the date of the report, the appropriate quarter the report covers (September 30, December 31, March 31, June 30), the total amount of funds awarded by the Department (including reserve funds if awarded), and check the box if the report is a “final report.” In the chart, an institution must specify the amount of expended CARES Act funds for each funding category: Sections 18004(a)(1) Institutional Portion, 18004(a)(2), and 18004(a)(3), if applicable. Section 18004(a)(2) funds includes CFDA 84.425J (Historically Black Colleges and Universities (HBCUs)), 84.425K (Tribally Controlled Colleges and Universities (TCCUs)), 84.425L (Minority Serving Institutions (MSIs)), 84.425M (Strengthening Institutions Program (SIP)); Section 18004(a)(3) funds are for CFDA 84.425N (Fund for the Improvement of Postsecondary Education (FIPSE) Formula Grant). Each category is deliberately broad and may not capture specific grant program requirements. Explanatory footnotes help clarify certain reporting categories. While some items in the chart are blocked out, please note that the blocking of such items is consistent with Department guidance and FAQs and is not definitive. Provide brief explanatory notes for how funds were expended, including the title and brief description of each project or activity in which funds were expended. Do not include personally identifiable information (PII). Calculate the amount of the Section 18004(a)(1) Institutional Portion (referred to as “(a)(1) institutional” in the chart), Section 18004(a)(2) (referred to as “(a)(2)” in the chart), and Section 18004(a)(3) (referred to as “(a)(3)” in the chart) funds in the “Quarterly Expenditures for each Program” row, and the grand total of all three in the “Total of Quarterly Expenditures” row. Round expenditures to the nearest dollar.

**Posting the Form:** This form must be conspicuously posted on the institution’s primary website on the same page the reports of the IHE’s activities as to the emergency financial aid grants to students made with funds from the IHE’s allocation under Section 18004(a)(1) of the CARES Act (Student Aid Portion) are posted. It may be posted in an HTML webpage format or as a link to a PDF. A new separate form must be posted covering each quarterly reporting period (September 30, December 31, March 31, June 30), concluding after either (1) posting the quarterly report ending September 30, 2022 or (2) when an institution has expended and liquidated all (a)(1) Institutional Portion, (a)(2), and (a)(3) funds and checks the “final report” box. IHEs must post this quarterly report form no later than 10 days after the end of each calendar quarter (October 10, January 10, April 10, July 10) apart from the first report, which is due October 30, 2020. For the first report using this form, institutions must provide their cumulative expenditures from the date of their first HEERF award through September 30, 2020. Each quarterly report must be separately maintained on an IHE’s website or in a PDF document linked directly from the IHE’s CARES Act reporting webpage. Reports must be maintained for at least three years after the submission of the final report per 2 CFR § 200.333. Any changes or updates after initial posting must be conspicuously noted after initial posting and the date of the change must be noted in the “Date of Report” line.

**Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995 (PRA), no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0849. Public reporting burden for this collection of information is estimated to average 2 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Under the PRA, participants are required to respond to this collection to obtain or retain benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application, or survey, please contact: Jack Cox, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

## 80004(a)(1) Footnotes

Footnote 1: \$125,580.90 – Laptops purchased to allow students to work at home that do not have access to a laptop.

- \$125,580.90 – Dell Marketing: Laptops purchased for students to be able to use at home.

Footnote 2: \$178,471.89 – Purchase of cleaning supplies, as well as companies to deep clean. Purchased items to keep the staff and administration safe working at the college, as well with interactions with students. A few necessary technological items to allow staff and administration to be able to work at home and smoothly transition to coming into work when needed.

- \$44,626.00 - Alpha Omega Enterprises: Company coming in to use a fogging machine using a cleaning agent to clean and disinfect departments that had a Covid-19 issue.
- \$2,241.60 – Buckeye International Inc.: Purchased sanitizers for cleaning and Covid cleaning supplies.
- \$7,007.10 – Calumet City Plumbing Co, Inc.: Water testing for the safety of the college.
- \$6,300.99 – CDWG: iPad and keyboards purchased for people being able to work at home and batteries for thermometers.
- \$30,930.07 - Dell Marketing:
  - \$232.99: Docking station for an employee working from home.
  - \$30,697.08: Purchasing more staff laptops/computers to allow faculty to work from home and social distance.
- \$9,561.09 – Filter Services of Illinois: Purchasing of masks for faculty safety as they work at the college.
- \$539.86 – Galls LLC; Purchase of Glove and thermometers
- \$70.98 – Employee Reimbursement: Reimbursement of printing supplies for what the employee had to use of their own at home.
- \$258.09 - June SSC Copy Center Billing: Signs made for safety and information around the college about Covid-19.
- \$10,225.00 - Lansing Sport Shop: Masks purchased for the safety of the faculty working at the college.
- \$52.19 – Employee Reimbursement: Reimbursing an employee for purchasing Covid-19 supplies for the Testing Cent
- \$8,447.00 – North Side Construction Co.: Sneeze guards purchased for the safety of student and faculty interactions and masks.
- \$4,538.87 – Proforma: Masks purchased for the safety of faculty
- \$926.59 – Service Sanitations Inc.: Additional porta-potties and cleaning for the athletics department that was required based on new rules for the state of Illinois. Only charging the difference of what we normally would spend.
- \$3,480.00 – The Criterion Group: Fog machine for disinfecting.

- \$14,788.44 The Marvel Group Inc.: Purchase of sneeze guard for student and faculty interaction at the college. PPE Partitions, and PPE Covid cleaning supplies.
- \$1,466.00 – Thornton Distilling Co.: Purchasing of hand sanitizer for students and faculty to use.
- \$6,042.94 – Trimark Marlinn LLC: Purchase of PPE Covid-19 cleaning supplies and wipes.
- \$25,163.88 – Warehouse direct: PPE Covid cleaning supplies, thermometers, masks, disinfectant spray, hand sanitizer, and sanitizing products.
- \$ 1,805.20 - Wenger Corp: Shields for safety of student and faculty interactions.

Footnote 3: \$1,500.00 – Items purchased to help get training for our faculty to be able to transition into online/virtual teaching smoothly.

- \$1,500 - University of Illinois: Training material for our faculty to be able to do online classes properly

Footnote 4: \$350,045.97 – Items purchased to help students learn from a distance, upgrading out network to allow so many users on the network, and purchasing of software to allow distance learning.

- \$11,433.83 – Apple Inc.: Purchase of Macbooks, software and other items for the music and art department to do distance learning.
- \$4,800.00 - Brainfuse: Online tutoring service that was purchased to enable distancing learning for tutoring sessions
- \$1,932.50 - Caption Consulting, Inc.: Interpreter service to help our students with disabilities to be able to learn from their classes for distance learning.
- \$323,358.73 – Dell Marketing: Computer hardware to update the network to be able to allow students and faculty to social distance and not cause system issues.
- \$2,388.00 – Teamviewer: Purchase of remote software to help enable social distancing for faculty.
- \$6,132.91 – Zoom: Purchasing additional software to allow social distance learning.

Footnote 5: \$248,586.40 – Reimbursement for items that were not able to be returned by athletes or contracts being able to be fulfilled. Purchasing of checks to give students their needed grant checks. A loss of revenue from the athletics program from three students no longer able to attend our college during the middle of the semester. A loss of revenue and expenses from the 2020 Women's Conference due to the event having to be cancelled from the Covid-19 shutdown and for everyone's safety.

- \$5,803.03 – Lansing Sport:
  - \$783.00 for prepaid playoff jersey's that are not able to be used or reused due to Covid-19 and not able to be refunded
  - \$5,020.03 for athletic equipment, gear, and clothing that they were responsible for and not able to return due to returning to home and not being able to turn them back in because of the shut down for Covid-19. Students are not returning for future semesters

and athletics and are not able to return them. Did not want to burden student with a higher bill due to events that was out of their control.

- \$726.00 – Mark Kedziora: Paid umpire for athletics games. Was not able to do because of Covid-19 shutting down and stopping all sports. We were not able to be refunded.
- \$499.59 – Source 4: Checks purchased for CARES Act student checks that were sent out
- \$9,200.00 - Trademark Performa: Athletic training contracts that we had to pay for but were not able to use due to Covid-19 stopping all sports
- \$3,323.26 – SSC Athletic Waivers: Three students who were attending South Suburban College under athletic waivers, but due to Covid-19, athletics stopped and they had to go back home. They were not able to come back or complete the semester, which normally causes the waivers to come off, but we kept it on to reduce the bill they would have. Did not want to burden student with a higher bill due to events that was out of their control.
- \$218,718.89 – SSC employees: The total amount that we paid to student workers and athletic coaches. We did this to help them keep afloat and be able to pay the bills they would have and to keep them working with us so we don't lose them.
- \$9,493.09 – 2020 Women's Conference (annual event)
  - \$475.03 – Employee reimbursement for items that were purchased for the 2020 Women's conference that had to be cancelled due to Covid-19 and the shutdown. This event brings in revenue for the college. With the event being cancelled we cannot use it again.
  - \$1,891.34 – Marquee Event: Rental items that were prepaid for the event for the vendors to be able to come in but was not able to use or be refunded due to Covid-19 and the shutdown. With the event being cancelled we cannot use it again.
  - \$1,950.00 – Jimboos: Prepaid catering for the conference that could not be completed or refunded due to the Covid-19 and the shutdown. With the event being cancelled we cannot use it again.
  - \$506.66 - Go Promotions: Nonrefundable dated bags that were for the key speakers of the event. The speakers helped to pull in attendees, which we lost the use of the goods as the event is cancelled and cannot be reused due to 2020 date.
  - \$382.77 – Amazon: Giveaways for the committee and guest speakers. Nonrefundable loss of goods as they cannot be used again due to 2020 date and the event being cancelled.
  - \$1,860.00 – Various Vendors: Revenue that was lost due to Covid-19 and the shutdown causing the cancellation of the event. The vendors had to be refunded what they had paid us to be able to receive a booth to sell their goods
  - \$1,441.00 – Various Attendees: Revenue that was lost due to Covid-19 and the shutdown causing the cancellation. People had paid to attend certain workshops with guest speakers that we had to refund to them.
  - \$986.29 – SSC Publications: Total of all signs, paperwork and banners that were prepaid for the event that we can no longer use due to them having a defined date and was used to help generate interest for revenue. Due to Covid-19 and the shutdown, the event was cancelled.
- \$822.54 – Signs, maps and layouts for the Vaccine site at the institution.

#### 80004(a)(2) Footnotes

Footnote 1: \$148,543.23: Voiding balances for students that had Covid-19 letters and evidence that caused them to have problems with their classes. Reduce the rental charge of Delta Academy as they are not able to use the rented area as often as they used to due to health restrictions. Voiding institutional testing fees for students. Voiding balances of students that had to withdraw or could not make it to the class due to the pandemic, potential change in living and change in the way the classes would have been taught.