

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051766

Vendor Name: Ms Karen Dickelman

Invoice Number: B0353002/010318

Invoice Date: 01/03/18

PO Number: B0353002

Check Number: E0064796

Check Amount: \$ 1,498.40

Check Date: 01/10/2018

Department ID: 11601

Reviewer Name:

Voucher Number: V0490514

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: junokasm@cod.edu
Sent: Wed Jan 03 17:07:27 CST 2018
To: invoicing@cod.edu
CC:
Subject: Scanned from a Xerox Multifunction Device

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: AR201WC7835 Device Name:
PRN303

[attachment: Scanned from a Xerox Multifunction Printer.pdf]

DICKELMAN, KAREN

Karen Dickelman

Personnel Manager/Orchestra Musician, New Philharmonic Orchestra

FY2017-2018

Payment Schedule

Contract Attached

E-MAILED JAN 03 2018

B0#353002

LINE 1 = \$433.40
05-60-11701-5309001

LINE 2 = \$1065.00
05-60-11601-5309001

<u>DATE</u>	<u>Personnel Mgr</u>	<u>Tentative Musician Max</u>	<u>Total Max</u>
July 31, 2017	\$ 1,070.00	\$ 000.00	\$ 1,070.00
August 31, 2017	\$ 1,070.00	\$ 500.00	\$ 1,570.00
September 30, 2017	\$ 1,070.00	\$ 000.00	\$ 1,070.00
October 31, 2017	\$ 1,070.00	\$ 500.00	\$ 1,570.00
November 30, 2017	\$ 1,065.00	\$ 500.00	\$ 1,565.00
December 31, 2017	\$ 1,065.00	\$ 000.00	\$ 1,065.00
January 31, 2018	\$ 1,065.00	\$ 1,000.00 \$433.40	\$ 2,065.00 \$1,498.40
February 28, 2018	\$ 1,065.00	\$ 500.00	\$ 1,565.00
March 31, 2018	\$ 1,065.00	\$ 000.00	\$ 1,065.00
April 30, 2018	\$ 1,065.00	\$ 500.00	\$ 1,565.00
May 31, 2018	\$ 1,065.00	\$ 000.00	\$ 1,065.00
June 30, 2018	\$ 1,065.00	\$ 000.00	\$ 1,065.00
TOTAL	\$ 12,800.00	\$ 3,500.00	\$ 16,300.00

AP VERIFIED

01/05/18 - MARIA ZERRUDO

05-60-11601-5309001 = \$1065.00 TR18-NUTCRDR
95 PERSONNEL MANAGER

05-60-11701-5309001 = \$433.40 NP18-NYE
89 MUSICIAN

Eileen M. Howan

01/03/18

CONTRACT APPROVAL COVER SHEET

Contract Name: Independent Contractor Agreement between College of DuPage and Karen Dickelman

Requesting Department: The MAC Date Initiated: July 12, 2017

Contact Name: Ellen McGowan/Diana Martinez Phone: 3009/3007

Email Address: mogowan@cod.edu, martinez59@cod.edu

Vendor Name: Karen Dickelman Phone: 630-369-8088

Vendor Contact: Karen Dickelman Email: grueler@aol.com

Total Contract: \$ \$17,300 Contract Dates: Start: 07/01/17

FY Budget \$ \$17,300 End: 06/30/18

Contract Purpose: Payments for Karen Dickelman, Independent Contractor, New Philharmonic Personnel Manager and Musician for 2017/18 Season.

Contract Type: ☒ XXXX Independent Contractor ☐ Service Agreement ☐ Lease
☐ Construction ☐ Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print

Sign

Requester: Ellen McGowan Ellen McGowan

Budget Mgr.: Ellen McGowan Ellen McGowan

Dept. Adm.: Diana Martinez Diana Martinez

Purchasing Dept. Use Only

Comments

OK

Approval Initials

DM 7-13-17

CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Senior Vice President, Administration. This form must be completed in full and submitted with all contracts that require signature.

Submit the contract, along with this form and all required support documents as outlined below, to the Purchasing Manager in BIC 1540. The Purchasing Manager will review all documents, and, if appropriate, will forward to the Senior Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation:

1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes.
4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.
6. If vendor will be providing a service on campus a Certificate of Insurance is required. For additional information contact Risk Manager.

Upon signature, the original contract will be returned to the requester. It is the responsibility of the requester to forward all fully executed contracts/agreements, no matter the dollar amount, to the Purchasing Department by emailing to purchasingforms@cod.edu for inclusion in the College's contract database. If a vendor/ contractor signature is still required after signature by SVP, it is the responsibility of the requester to obtain remaining signature(s). Once fully executed, requester will scan a copy of the complete contract and email to purchasingforms@cod.edu.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.

INDEPENDENT CONTRACTOR AGREEMENT

Between
COLLEGE OF DuPAGE
and
Karen Dickelman

Agreement # DIC201718

This agreement is entered into this 1st day of July, 2017, by and between College of DuPage and Karen Dickelman.

SERVICES: **Karen Dickelman** shall perform the following services for the College of DuPage:

Personnel Manager for New Philharmonic Orchestra

1. Hire musicians for all New Philharmonic rehearsals and performances.
2. Work with the Orchestra Manager and Music Director to prepare the orchestra personnel budget.
3. Maintain an accurate database of personnel information by instrument.
4. Take attendance and prepare payroll information for musicians for all rehearsals and concerts.
5. Provide a personnel list for the programs.
6. Principal contact person for musician availability changes.
7. Provide season schedule and availability letter to all orchestra musicians to determine staffing.
8. Prepare musician cost estimates for special productions.
9. Coordinate all auditions as needed.
10. Timekeeper and executor of union rules for musicians at all rehearsals and performances.
11. Perform as Musician for each concert as needed.

WORK PRODUCT:

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

All documents, including reports and all other work products, produced by Contractor under this Agreement shall become and remain the property of College of DuPage. The Contractor shall submit any document, publication, brochure, electronic media etc., which was developed for College of DuPage under this Agreement to the College for copyright or trademark by the College.

TERM: The term of this agreement shall be **July 1, 2017, to June 30, 2018.**

REMUNERATION:

A rate of \$1,600.00 per concert for Personnel Manager services (annual total not to exceed \$12,800.00) plus Orchestra Musician services per concert at a rate of \$88 per performance and \$66 per rehearsal (annual total not to exceed \$4,500.00) shall be paid monthly according to the attached schedule, on the next college scheduled payment date after each concert. The total annual amount of this contract shall **not exceed \$17,300.00**.

TAXES:

Karen Dickelman shall be responsible for any and all state, local and federal taxes due related to income from the above services.

LIAISON:

While performing these services, it is understood that **Karen Dickelman** shall coordinate with **Kirk Muspratt**.

INSURANCE:

It is understood that **Karen Dickelman** is self-employed and must carry, at his/her own expense any insurance coverage; such as, worker's compensation, medical, property, liability, and auto, related to the above mentioned services.

LIABILITY:

Karen Dickelman agrees to hold College of DuPage, its trustees, officers, directors, agents, successors and assigns, harmless from and against all losses, damages, injuries, claims, demands, and expenses, including attorneys' fees, which may arise during the performance of this agreement.

Karen Dickelman also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. **Karen Dickelman** shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grant rights, against all damages suffered and expenses incurred based on any breach or alleged breach of **Karen Dickelman's** warranty.

CERTIFICATION: All independent contractors must also certify below regarding the status of any educational loans as required by state law effective January 1, 1988. (Must check one)

☐ I certify that I am not in default on an educational loan guaranteed by the State in the amount of \$600.00 or more.

☐ I certify that I am in default on an educational loan guaranteed by the State in the amount of \$600.00 or more and I agree to make arrangements for repayment of this loan with the maker or guarantor within six months from the date of this contract.

I agree with the terms stated above and certify that I have received a copy of the contract agreement.

Contractor

Date

TERMINATION:

This agreement may be terminated by College of DuPage, at any time based upon any unsatisfactory performance by **Karen Dickelman**.

In consideration thereof, both parties agree to the conditions set forth above.

Independent Contractor:

College of DuPage:

Karen Dickelman

In File

SS# OR FEIN

Date

Brian W. Caputo

Brian W. Caputo

VP, Administration & Treasurer

7/18/17

Date

