

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051761

Vendor Name: Mrs Paula M. Cebula

Invoice Number: B0352740/043018

Invoice Date: 04/30/18

PO Number: B0352740

Check Number: E0066274

Check Amount: \$ 3,100.00

Check Date: 04/04/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0507567

Redaction Type: None

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

Document Below

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From: junokasm@cod.edu  
Sent: Mon Apr 02 14:46:06 CDT 2018  
To: junokasm@cod.edu,invoicing@cod.edu  
CC:  
Subject: Scanned from a Xerox Multifunction Device  
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Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.  
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**CEBULA, PAULA**

Paula Cebula  
Orchestra Manager, New Philharmonic Orchestra

FY2017-2018  
Payment Schedule

Contract Attached

BO # 352740

LINE 1 = \$3100.00

05-60-11701-5309001

**AP VERIFIED**

**04/02/18 - BETHANY CRUSE**

<u>DATE</u>	<u>AMOUNT</u>
July 31, 2017	\$ 3,200.00
August 31, 2017	\$ 3,200.00
September 30, 2017	\$ 3,200.00
October 31, 2017	\$ 3,200.00
November 30, 2017	\$ 3,200.00
December 31, 2017	\$ 3,200.00
January 31, 2018	\$ 3,200.00
February 28, 2018	\$ 3,200.00
March 31, 2018	\$ 3,100.00
April 30, 2018	\$ 3,100.00
May 31, 2018	\$ 3,100.00
June 30, 2018	\$ 3,100.00
<b>TOTAL</b>	<b>\$ 38,000.00</b>

05 60 11701 5309001

\$ 3100<sup>00</sup>

Ella M. Loran

04/02/18

05 60 11701 5309001

\$ 3100<sup>00</sup> NP18 - TRAVIAT



COLLEGE OF DuPAGE  
REGULAR BOARD MEETINGBOARD APPROVAL

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1. SUBJECT

Contract to engage an Orchestra Manager for the July 1, 2016 – June 30, 2018 McAninch Art Center (MAC) seasons to work with the New Philharmonic Orchestra at a rate of \$38,000 annually or \$76,000 for the 2 year seasons

2. REASON FOR CONSIDERATION

A contract exceeding the statutory bid limit of \$25,000 must be approved by the Board of Trustees (Board Policy 10-60).

3. BACKGROUND INFORMATION

Paula Cebula has served as the Orchestra Manager for the New Philharmonic since 2008. The MAC relies on the expertise of an outside contractor to provide orchestra management services, including:

- Assist Orchestra Director in implementing Director's artistic vision for the organization and planning of concerts
- Contract guest artists
- Contract orchestra musicians with personnel manager
- Budget development and work within budgetary constraints
- Assist Marketing and Donor Relations Coordinator and MAC Director in fund development, donor stewardship and sponsor solicitation
- Assist Marketing and Donor Relations Coordinator with marketing and public relations
- Organize arts engagement and education activities with MAC Education and Engagement Coordinator
- Maintain and grow audience and assure the good welfare of the organization
- Provide direction to orchestra librarian and personnel manager
- Schedule auditions, rehearsals and performances
- Serve as the liaison between the MAC staff and the orchestra for technical, marketing, press, scheduling, programs and outreach coordination.

Ms. Cebula is a resident of District 502 and has a unique combination of expertise and experience in managing a professional orchestra. The services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1(a).

Budget Status

GL Account	FY2016	FY2017		
	Prior Year Spend	Annual Budget	YTD Spend*	Available Balance
05-60-11701-5309001	\$ 242,914.02	\$ 240,275.04	\$ 39,100.00	\$ 201,175.04

\*YTD Spend equals actuals plus committed

FY17 Request	38,000.00
FY18 Request	38,000.00
	<u>\$ 76,000.00</u>

Total payments for the FY17 budget are not to exceed \$38,000.00. Paula was paid \$3,200 in July for August Summer Pavilion concert. Total payments for the FY17 budget are not to exceed \$38,000.00.

4. RECOMMENDATION

That the Board of Trustees approve the contract for Paula Cebula, 606 High Road, Glen Ellyn, IL 60137, for a total expenditure not to exceed \$76,000.00.

Staff Contact: Diana Martinez, Director, McAninch Arts Center

**Independent Contractor Agreement  
between  
College of DuPage and Paula Cebula**

This Agreement entered into here on June 30, 2016 by and between McAninch Arts Center at College of DuPage, 425 Fawell Boulevard, Glen Ellyn, IL 60137, a body corporate and politic and Paula Cebula, 606 High Road, Glen Ellyn, IL 60137.

Paula Cebula will provide services to College of DuPage as a consultant to New Philharmonic at the McAninch Arts Center. Her title shall be Orchestra Manager.

**TERM**

The term of her agreement shall be from July 1, 2016 through June 30, 2018 (two years).

**PAYMENT**

Payment to Paula Cebula:

\$38,000 per year

Payments will be made on or before the last day of the month in 12 payments per the attached schedule.

**SERVICES TO BE RENDERED**

Services shall include all responsibilities related to Orchestra Manager of New Philharmonic.

- Assist Orchestra Director in implementing Director's artistic vision for the organization
- Contract guest artists
- Contract orchestra musicians with personnel manager
- Assist MAC Director in budget development and work within budgetary constraints
- Assist Marketing and Donor Relations Coordinator and MAC Director in fund development, donor stewardship and sponsor solicitation
- Assist Marketing and Donor Relations Coordinator with marketing and public relations
- Organize arts engagement and education activities with MAC Education and Engagement Coordinator
- Strive to maintain and grow audience and assure good welfare of the organization
- Provide direction to orchestra librarian and personnel manager (Official supervisory responsibilities will be assigned to COD employees)

A standard concert year shall include but not be limited to:

- classical concerts, pops concerts, Nutcracker series at the MAC, SchoolStage concerts, concert opera and concert salons, outreach and arts engagement events
- and all marketing, fundraising, and public relations events associated with the support of these concerts/ productions.

Any outside or additional New Philharmonic engagements shall be addressed separate from her agreement on a per event basis.

Final approval of concert season lies solely with the Director of the McAninch Arts Center.

**RESTRICTIONS**

During the term of her contract Paula Cebula may accept outside engagements that do not conflict with the interests of the New Philharmonic.

**LIAISON**

While performing the services outlined in her agreement it is understood that Paula Cebula will report to and work with the Director of the McAninch Arts Center.

### TAXES

Paula Cebula will be responsible for all state and federal taxes due related to income from the above services. No check will be presented without completion of a W-9 form.

### INSURANCE

It is understood that Paula Cebula is self-employed and must carry at her own cost and expense any insurance coverage, such as, workers' compensation, medical, property, liability, and auto related to the above mentioned services. Certificate of Insurance must be provided to College of DuPage prior to service.

### INDEMNIFICATION

Paula Cebula agrees to hold College of DuPage, its trustees, officers, directors, agents, successors, and assignees, harmless from any and all losses, damages, injuries, claims, demands, and expenses, including attorney's fees which may arise during the performance of her agreement.

### TERMINATION/ RENEWAL

Her agreement may be terminated for cause by College of DuPage at any time, in the event that Paula Cebula does not fulfill the agreed upon responsibilities. Both parties shall work in good faith to resolve any concerns that arise during the course of her process. Review/ renewal of her agreement will commence in good faith by both parties in February 2018. Both parties understand and accept that renewal is dependent on the financial strength of the MAC.

COD and Mrs. Cebula may terminate this Agreement at any time, in whole or in part, with or without cause, upon written notice to the other party. In the event her Agreement is terminated for convenience, Ms. Cebula shall be compensated for work properly rendered through the date of termination, as can be documented to the reasonable satisfaction of COD. COD shall have no liability to Paula Cebula beyond the date of termination. In no event shall Ms. Cebula be compensated for anticipated profit or lost opportunity. Her agreement and attachment 1 (payment schedule) constitutes the entire understanding between the parties. In consideration hereof, all parties agree to the conditions set forth and above.

### 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 agreement.

Paula Cebula  
Paula Cebula, Orchestra Contractor

Date: 8/10/2016

Diana Martinez  
Diana Martinez  
Director McAninch Arts Center

Date: 8/10/2016

Kim Michael-Lee  
Kim Michael-Lee  
Interim CFO & Treasurer

Date: 8/17/16



## CONTRACT APPROVAL COVER SHEET

Contract Name: Independent Contractor Agreement between College of DuPage and Paula Cebula

Requesting Department: The MAC Date Initiated: August 10, 2016

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

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

Vendor Name: Paula Cebula Phone: 630-244-6039

Vendor Contact: Paula Cebula Email: cebula@cod.edu

Total Contract: \$ \$76,000 (\$38,000 per year) Contract Dates: Start: 07/01/16

FY Budget \$ \$38,000 per year End: 06/30/18

Contract Purpose: Monthly payments for Paula Cebula, Independent Contractor, New Philharmonic Orchestra Manager.

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? ☒ XXXX Yes ☐ No (If YES, attach a copy of the relevant agreement.)

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

<u>Print</u>	<u>Sign</u>
Requester: <u>Ellen McGowan</u>	<u>Ellen McGowan</u>
Budget Mgr.: <u>Ellen McGowan</u>	<u>Ellen McGowan</u>
Dept. Adm.: <u>Diana Martinez</u>	<u>Diana Martinez 8/10/16</u>

Comments

OK

J

Approval Initials

EMJ

Page 1 of 2

BA-15-19900(10/15)

## 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. XXXX 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](mailto: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](mailto:purchasingforms@cod.edu).**

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



**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 502  
COUNTIES OF DuPAGE, COOK AND WILL STATE OF ILLINOIS**

**THURSDAY, JULY 28, 2016**

**REGULAR BOARD MEETING  
6:00 P.M. – STUDENT SERVICES CENTER, SSC 2200**

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CLOSED SESSION until 6:55 P.M. SSC 2200**
5. **PUBLIC COMMENT**
6. **REPORTS**
  - a. Chairman's Report; Message of Welcome to Dr. Ann Rondeau
  - b. Vice Chairman's Report
  - c. Student Trustee Report
  - d. President's Report
  - e. Academic Committee Report
  - f. Audit Committee Report
  - g. Budget Committee Report
7. **PRESENTATIONS**
  - BMO Harris – Investment Manager
    - Kim Michael-Lee, Interim Vice President Administration
  - Student Affairs Overview
    - Earl Dowling, Vice President Student Affairs
8. **INFORMATION**
  - a. Personnel Items
  - b. Financial Statements
  - c. Gifts & Grants Report
  - d. Change Orders
  - e. In-Kind Quarterly Donations Report
9. **CONSENT AGENDA**
  - a. Appointment of a College representative on the Board of the Illinois Community College Risk Management Consortium
  - b. FY17 Annual Spend for AT&T Circuits

- c. Microsoft Enrollment for Education Solutions/1 Year Term
  - d. Approval: Release of Closed Session Minutes
  - e. Contract Amendment with Advanced Communications for the PEC Arena Sound System Project
  - f. Charter Transportation for Athletic Teams
  - g. Agreement with Elsevier, Inc. for Testing Services for Associate Degree Nursing (A.D.N.) Students
  - h. Contract to Engage Orchestra Manager to work with the New Philharmonic *Approved*
  - i. Meat Purchases for Culinary & Hospitality Program
  - j. Produce and Dairy Purchases for Culinary & Hospitality Program
  - k. Contract Amendment with Correct Digital Displays Inc. for PEC Facility Exterior Scoreboards
  - l. Purchase of Paper for College-wide Use
  - m. Request for Proposal for the Interpreting Services for Hearing Impaired Students
  - n. Physical Education Center (PEC) Arena Events Equipment Rental
  - o. Request for FY17 Textbook from Cambridge University Press for Grant-Funded Language Acquisition (ELA)
  - p. Prevailing Wage Act
  - q. Trustee McGuire Expenses for Reimbursement
  - r. Print and Postage for Postcards
  - s. Personnel Action Items
  - t. Financial Reports
  - u. Minutes of the June 23, 2016 Regular Board of Trustees Meeting
  - v. Minutes of the July 7, 2016 Special Board of Trustees Meeting
  - w. Sysco Food Purchase for Early Childhood Center (ECC)
  - x. Space Rental with Technology Center of DuPage (TCD)
  - y. Educational Partner World Instructor Training Schools Payment of \$35,000
  - z. Bell Enterprises CDL, Inc. (Bell) Payment of \$64,000
  - aa. Ratification Athletic Training Services Contract
  - bb. FOP Contract Extension
  - cc. Employee Medical Insurance Transition Plan
  - dd. Approval and Review of Closed Session Meeting Minutes – Confidential – for Board only
  - ee. Agreement between College of DuPage and Classified Staff Association, IEA-NEA (Painters, Groundskeepers, Mechanics & Carpenters)
10. NAPERVILLE REGIONAL CENTER (NRC) RENOVATION, ILLINOIS COMMUNITY COLLEGE BOARD (ICCB) STATEMENT OF FINAL COMPLETION
11. TRUSTEE DISCUSSION
12. Calendar Dates / Campus Events  
 • Thursday, August 18, 2016: Regular Board Meeting – SSC-2200
13. CLOSED SESSION
14. ADJOURN

<u>FUTURE MEETINGS</u>
<u>7:00 p.m. – Regular Board Meeting – SSC-2200</u> <u>Thursday, August 18, 2016</u>

- 9q Trustee McGuire Reimbursable Expenses.
- 9dd Review and Approval of Closed Session Minutes.

Trustee Bernstein requested that the following Agenda Items be pulled:

- Item 9t Financial Reports.
- Item 9x Approval of \$56,100.00 to Technology Center of DuPage (TCD), 301 S. Swift Road, Addison, IL 60101, payable upon receipt of invoices consistent with the existing contract.

**Motion:** Chairman Mazzochi entertained a motion to approve the Consent Agenda with the above items pulled. Vice Chairman Olsen moved and Secretary Napolitano seconded, that the Board of Trustees approve the Consent Agenda consisting of the following items:

- a. Approval to appoint Kim Michael-Lee to serve on the Board of the Illinois Community College Risk Management Consortium.
- b. Approval of expenditures to AT&T, 208 S. Akard Street, Dallas, TX 75202, for telecommunication circuits not to exceed \$47,600.00.
- c. Approval of the bid for the Microsoft Enrollment for Education Solutions to CDWG Inc., 230 N. Milwaukee, Ave., Vernon Hills, IL 60061, for a total expenditure of \$203,525.62.
- d. Approval to release closed session minutes from the following dates, which have been reviewed by the Board and no longer require confidential treatment:

October 30, 2000 (No. 292)  
November 8, 2000 (No. 293)  
December 16, 2000 (No. 295)  
January 10, 2001 (No. 296)  
February 2, 2010 (No. 493)  
March 18, 2010 (No. 494)  
April 29, 2010 (No. 495)  
May 20, 2010 (No. 496)  
June 22, 2010 (Nos. 497 & 498)  
October 28, 2010 (No. 500)  
November 18, 2010 (No. 501)  
December 4, 2010 (No. 502)  
December 12, 2010 (No. 503)  
December 13, 2010 (No. 504)  
January 24, 2011 (Nos. 505 & 506)  
February 8, 2011 (No. 507)  
February 24, 2011 (No. 508)  
March 14, 2011 (No. 509)  
May 23, 2011  
July 12, 2011  
August 18, 2011

October 20, 2011  
November 16, 2011  
November 30, 2011  
February 21, 2012  
April 19, 2012  
May 10, 2012  
June 18, 2012  
July 19, 2012  
October 15, 2012  
November 15, 2012  
September 19, 2013  
October 17, 2013  
December 11, 2013  
February 20, 2014 (closed session  
beginning at 10:12 p.m.)  
March 6, 2014  
June 26, 2014  
September 25, 2014  
November 6, 2014  
November 20, 2014  
December 18, 2014

That the Board of Trustees approves the release of redacted closed session minutes from the following dates, which have been reviewed by the Board and portions thereof no longer require confidential treatment.

September 12, 2011

Approval to maintain the closed session minutes from the following dates as confidential, and not release them for public review:

August 24, 2000 (No. 286)	August 21, 2014
August 26, 2010 (No. 499)	October 16, 2014
June 23, 2011	January 22, 2015
January 19, 2012	March 19, 2015
February 20, 2014 (closed session beginning at 7:30 p.m.)	May 14, 2015
March 20, 2014	May 21, 2015
July 17, 2014	June 11, 2015
	June 25, 2015

- e. Approval to increase to the contract amount limit by \$1,824.00 with Advanced Communications Inc. to a new contract amount limit not to exceed \$116,536.00 for unseen costs to the PEC Sound System Replacement Project.
- f. Approval of a one (1) year contract with the option to renew the term of this contract with Infinity Bus Company for a not-to-exceed expenditure of \$90,500.00 for FY17.
- g. Agreement to pay for testing services provided by Elsevier, Inc., P.O. Box 9555, New York, NY 10087-9555 in the amount not to exceed \$56,047.50 to cover payments in FY17 for the A.D.N. students in four cohorts.
- h. Approval of contract for Paula Cebula, 606 High Road, Glen Ellyn, IL 60137, for a total expenditure not to exceed \$76,000.00.
- i. Purchase of beef, pork, lamb, chicken and variety meats from Consumers Meat Packing Company, 1301 Carson Drive, Melrose Park, IL 60160, for an amount not to exceed \$42,000.00.
- j. Purchase of produce from Testa Produce, Inc., 4555 S. Racine Avenue, Chicago, IL 60609, for an amount not to exceed \$70,000.00.
- k. Increase to the contract amount limit by \$965.00 with Correct Digital Displays Inc., to a new contract amount limit not to exceed \$107,524.00 for additional costs to the PEC Facility exterior Scoreboard Project.
- l. Purchase of Paper for College-wide use, on an item-by-item basis, to the lowest responsible bidder as follows:



for all employee groups, participating in the three year medical insurance transition plan beginning in January, 2017.

dd. Item pulled.

ee. Approval of proposed collective bargaining agreement between the Classified Staff Association, IEA-NEA and the College of DuPage Board of Trustees.

**On roll call voting aye:** Student Trustee Escamilla, Trustees Bernstein and Wozniak, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.  
**On roll call voting nay:** None.

Chairman Mazzochi declared the motion passed.

**PULLED ITEM:**

**Item 9g**

Chairman Mazzochi announced that Item 9g Trustee McGuire Expenses for Reimbursement will be pulled from Agenda for further review and be brought back in a future meeting.

**Item 9t**

Chairman Mazzochi entertained a motion to approve the Financial Reports. Vice Chairman Olsen moved and Student Trustee Escamilla seconded the motion.

**On roll call voting aye:** Student Trustee Escamilla, Trustees Bernstein and Wozniak, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.

**On roll call voting nay:** None.

Chairman Mazzochi declared the motion passed.

**Item 9x**

Chairman Mazzochi entertained a motion to approve \$56,100.00 to Technology Center of DuPage (TCD), 301 S. Swift Road, Addison, IL 60101, payable upon receipt of invoices consistent with the existing contract. Vice Chairman Olsen moved and Secretary Napolitano seconded the motion.

**On roll call voting aye:** Student Trustee Escamilla, Trustees Bernstein and Wozniak, Secretary Napolitano, Vice Chairman Olsen and Chairman Mazzochi.

**On roll call voting nay:** None.

Chairman Mazzochi declared the motion passed.

**Item 9dd**

Chairman Mazzochi announced that Item 9dd Review and Approval of Closed Session Minutes will be pulled from Agenda for further review and be brought back

