

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1089306

Vendor Name: Weselak & Associates

Invoice Number: 507180,507181

Invoice Date: 07/09/18

PO Number:

Check Number: 0238203

Check Amount: \$ 1,950.00

Check Date: 08/15/2018

Department ID: 63001

Reviewer Name:

Voucher Number: V0521051

Redaction Type: None

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

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 7/9/2018
Vendor ID: 1089306

FYE18

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
507180		05	63	63001	5308001	Instructional Service Contr	\$ 1,200.00
507181		05	63	63001	5308001	Instructional Service Contr	\$ 750.00

AP VERIFIED

Grand Total

\$ 1,950.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---
07/18/18 - BETHANY CRUSE

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Weselak & Associates

Other
Instructions:

Payee Address: 316 Manor Hill Ct, Lombard, IL 60148

Description on Check:

Success Insights Emotional Quotient Profiles & Emotional Intelligence Seminars

Approvals:

Prepared By: Yvonne Bedford
Signature: Yvonne Bedford
Payment Due: ASAP
Board Approved Date: _____

Approved By: Daniel Deasy Date: JUL 10 2018
Signature: [Signature]
Approved By: [Signature] Date: 7/11/18
Signature: _____
Approved By Division VP: _____
Signature: _____

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

1089306

WESELAK & ASSOCIATES

316 Manor Hill Court
Lombard, IL 60148
Phone 630-889-0626
Fax 630-889-0627
www.weselak.com

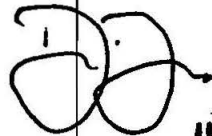

FYE18

INVOICE

INVOICE #0507180
DATE: MAY 7, 2018

TO:
Barbara DiMonte
College of DuPage
Continuing Education
425 Fawell Blvd.
Glen Ellyn, IL 60137

FOR:
Public Service Institute Seminar

DESCRIPTION	AMOUNT
40 Success Insights Emotional Quotient Profiles	\$1200.00
# 05-63-63001-5308001	
EIN: #36-3984875	
APPROVED	 JUL 10 2018  7/14/18
TOTAL	\$1200.00

Make all checks payable to *Weselak & Associates*
Payment is due within 10 days of date on invoice.

Thank you!

#1089306

WESELAK & ASSOCIATES

316 Manor Hill Court
Lombard, IL 60148
Phone 630-889-0626
Fax 630-889-0627
www.weselak.com

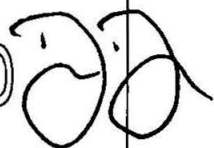

FYE18

INVOICE

INVOICE #0507181
DATE: MAY 7, 2018

TO:
Barbara DiMonte
College of DuPage
Continuing Education
425 Fawell Blvd.
Glen Ellyn, IL 60137

FOR:
Public Service Institute EQ Seminar

DESCRIPTION	AMOUNT
Facilitation of 2 Emotional Intelligence seminars on 5/3/18	\$600.00
Emotional Intelligence seminar development	150.00
# 05-63-63001-5308001	
APPROVED  JUL 10 2018	
EIN: #36-3984875	 7/11/18
TOTAL	\$750.00

Make all checks payable to *Weselak & Associates*
Payment is due within 10 days of date on invoice.

Thank you!

Addendum to the Agreement dated October 1, 2017
Between
College of DuPage and Weselak & Associates

An Agreement was made by and between the College of DuPage and Weselak & Associates on the 1st day of October, 2017.


Whereas, the parties of the above noted Agreement wish to modify the terms of the original stated contract as set forth herein.

Now therefore, in consideration of the mutual promises herein, the parties, intending to be legally bound, hereby agree that the following constitutes additional terms and conditions of the stated Agreement.

SERVICES: Weselak & Associates will provide the additional service of providing an Emotional Quotient Report for all participants of the Engaging Employee Series of the Public Service Institute.

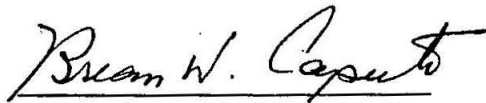
RENUMERATION: An additional not to exceed amount of \$2,020 for the Emotional Quotient Report for all participants shall be added to the original not to exceed amount of \$4,980 for Training and Development Programs, for a total FY18 not to exceed amount of \$7,000.

Except as set forth in this Addendum, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Addendum and the Agreement, the terms of this Addendum will prevail.



Anna M. Weselak
Weselak & Associates

3/29/18
Date



Dr. Brian Caputo, Chief Financial Officer
College of DuPage

4/12/18
Date

**AGREEMENT
Between
COLLEGE OF DuPAGE
And
Weselak & Associates**

This Agreement is entered into this 1 day of October, 2017 between College of DuPage and Weselak & Associates.

SERVICES Weselak & Associates shall perform the following services for the College of DuPage:
Training and Development programs for Engaging Employee Series of the Public Service Institute.
Training programs for contract training clients such as Mayslake.

Vendor will perform duties at the College using College facilities as appropriate.

WORK PRODUCT: All documents, including reports and all other work products produced by Vendor under this Agreement shall become and remain the property of College of DuPage. The Vendor 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 October 1, 2017 to June 30, 2018.

REMUNERATION: The total amount for FY18 shall not exceed \$4,980. Invoices for services are to be submitted to College of DuPage prior to any payment to Weselak & Associates. In accordance with Local Government Prompt Payment Act, the College will approve or disapprove an invoice from Weselak & Associates within 30 days after receipt of the invoice or after the date of receipt of the goods, whichever is later.

INDEPENDENT CONTRACTOR: It is understood, acknowledged and agreed by the Parties that the relationship of Vendor to the College arising out of this Agreement shall be that of an independent contractor. Neither Vendor nor any employee or agent of Vendor is an employee or agent of the College and therefore, is not entitled to any benefits provided employees of the College. Vendor has no authority to employ/retain any person as an employee or agent for or on behalf of the College for any purpose. Vendor shall not represent to anyone that he is an employee of the College.

PAYMENT: Vendor must agree to receive all payments from the College via an Automated Clearing House (ACH) transfer (CCD file format only). Instructions for registering for ACH payments are available on the College's Purchasing Department website: <http://www.cod.edu/about/purchasing/index.aspx>. Any bill approved for payment shall be paid within 30 days after the date of approval (term: Net 60), in compliance with the Local Government Prompt Payment Act If payment is not made within the 60-day period, an interest penalty requirement of 1% per month is allowed if denoted and approved herein.

TAXES: Weselak & Associates shall be responsible for any and all state, local and federal taxes due related to income from the above services. Vendor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment. Weselak & Associates is required to provide a completed IRS W-9 document in order to do business with the College.

LIAISON: While performing these services, it is understood that Weselak & Associates will coordinate with Barbara DiMonte, Program Manager.

LIABILITY: Weselak & Associates 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 attorney's fees, which may arise during the performance of this agreement.

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

RESTRICTIVE COVENANTS: The Vendor will not, during the period of this Agreement, use any Information for his own benefit or for the benefit of any person or entity other than College of DuPage; disclose to any person or entity any Information learned as part of this consult; or remove or make copies of any Information, in any form; except, in each case, as may be required within the scope of Vendor's duties during the term of this Agreement.

Vendor agrees to comply fully with the Federal Equal Employment Opportunities Act, including 29 C.F.R./Part 1609 "Guidelines on Harassment," the Illinois Human Right Act, the Americans with Disabilities Act, and all applicable rules and regulations promulgated thereunder and all amendments made thereto, Title VII of the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1973, and any additions or amendments, and Vendor represents certifies and agrees that it has implemented a sexual harassment policy pursuant to 775 ILCS 5/2-105 and that no person shall be denied or refused service or other full or equal use of Vendor's services, or denied employment opportunities by Vendor on the basis of race, creed, color, religion, sex, national origin or ancestry, age disability unrelated to ability, marital status, or unfavorable discharge from military service.

Upon termination of this Agreement, or at any such time as the College may request, the Vendor will deliver to College of DuPage all copies in possession of any Information, in any form. Except on behalf of College of DuPage, the Vendor will not at any time assert any rights in or with respect to any Information. For purposes of this Agreement, "Information" means any, research, operational, product or service information, processes, data, samples, drawings, market information, customer information, manner of operation, techniques, databases, promotions, and other information that may be deemed similar to, based on or derived from any of the foregoing, or information. Information does not include information, knowledge, or data, which the Vendor can prove, was in individual's possession prior to the commencement of this Agreement or information, knowledge, or data, which was or is in the public domain.

CERTIFICATION: All independent Vendors 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 of 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 certify that I am not employed elsewhere in the College as a regular or temporary employee.

TERMINATION: The College may terminate this Agreement and the services at any time upon five (5)

days written notice to Vendor. The College shall not be responsible for any services or expenses incurred after the date of termination. In consideration thereof, both parties agree to the conditions set forth above.

Vendor:
Anna M. Weselak
Weselak & Associates
316 Manor Hill Court
Lombard, IL 60148
Direct: 630-889-0626
aweselak@weselak.com

Anna Marie Weselak

Name
Vendor

36-3984875
SS# OR FEIN

9/27/17
Date

Brian W. Caputo

Dr. Brian Caputo, Chief Financial Officer
College of DuPage

9/29/17
Date

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

Anna Marie Weselak
Vendor

9/27/17
Date