

Information:

Drawer: Accounts Payable - Invoices

Number: \*\*\*\* Other Redaction \*\*\*\*

Name: \*\*\*\* Other Redaction \*\*\*\*

Invoice Number: C088625

Invoice Date:

PO Number:

Check Number: 0241834

Check Amount: \$ 1,700.00

Check Date: 10/19/2018

Voucher Number: V0535224

AP Type: IM Invoices < \$15,000

Redaction Type: Other

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

FY19

VENDOR NUMBER  
1556885

AGREEMENT  
NUMBER: C088625

**\* Independent Contractor**

**Agreement** CHK V0535224

(Not to be used for contracts in excess of \$5,000.00)

**VENDOR** W-9 10/19/18

ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
06	10	02637		1700.00
		5309	001	
APPROVED-Supervisor, Purchasing				DATE
				/ /

**PART I. Complete PRIOR to performance of contractual services.**

Name Nim Tottenham-Delafield Tax I.D. #/S.S. # [REDACTED]  
(THIS NAME SHOULD BE THE SAME NAME THAT APPEARS ON LINE 1 OF THE W-9 FORM.) (ALSO COMPLETE AND SIGN FORM W-9 ATTACHED)

Phone Number 6212 854-1925 (No college employee may be paid as an independent contractor.)

Street 518 West 111<sup>th</sup> St., Apt. 34

City, State, Zip Code New York, NY 10025

Agrees to perform on Oct. 19, 2018 the following services for the College of DuPage:  
DATE (S)

quest keynote panelist for Women in STEM 8am-2pm  
followed by STEMinar talk on Oct 19, 4pm -  
Development of Emotion Regulation Neurobiology & Role of Early  
Experiences.

If additional space is needed, please continue description of services on separate pages and attach to this form.

The sum of \$ 1700.00 will be paid to the independent contractor upon completion of the services. The contractor will be responsible for all taxes related to income from the above services. The contractor understands that he/she is self employed and must carry at his/her own cost any insurance coverage such as workers compensation, medical, property & liability including auto related to the above mentioned services.

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.

The contractor 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 performance of this agreement.

☒ I have read Board Procedure #15-465 and have determined that the individual on this agreement meets the definition of an independent contractor.

[Signature] 8-9-18  
DEPARTMENT AUTHORIZED SIGNATOR DATE

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 contractual agreement.

[Signature]  
SIGNATURE OF INDEPENDENT CONTRACTOR

10/19/18  
DATE

**PART II. Complete AFTER performance of contractual services.**

Authorized Signator certifies that the contractual services described in Part I above were completed satisfactorily and authorizes payment in full.  
(Payment is to be made only after completion of the contractual service.)

[Signature] 8/13/18  
COLLEGE AUTHORIZED SIGNATURE DATE COUNTER SIGNATOR (OPTIONAL) DATE

\*See board policy, procedures and instructions on reverse side.  
(This agreement is VOID if amount exceeds \$5,000.00)

Original forward to Accounts Payable; Blue, Purchasing Dept.; Yellow, Signator; Pink, Contractor

## **Independent Contractors**

### **I. Board Policy #15-465**

#### **Employee vs. Independent Contractor**

The Board recognizes the need for and will compensate for personal services in accordance with the following criteria:

1. Individuals who offer their services to the public as a normal part of their business will be considered independent contractors.
2. Any person who is already an employee of the college cannot also be considered an independent contractor by the College of DuPage except for payments under intellectual property rights (Board Policy #15-195).
3. All other individuals under the direction of the college and paid by the college will be hired as employees through established procedures and paid through the payroll system.

### **II. Board Procedure for Policy #15-465**

Agreements with independent contractors for services of \$5,000 or less will be arranged through use of an Independent Contractor Agreement. The Independent Contractor Agreement also serves as a requisition and requires proper budget accounts and approvals.

Agreements with independent contractors in excess of \$5,000 will be arranged through the use of an individualized contractual agreement. The development of the contract will be through the office of the Vice President of Administrative Affairs. A purchase order requisition must accompany the contractual agreement.

Only one payment is to be made for independent contractor services. This single payment will be made only after the completion of the contractual services.

Agreements with regular college employees for additional compensated services will be arranged through the appropriate college offices through the payroll system except for payments under intellectual property rights (Board Policy #15-195).

### **III. Instructions For Completion of Independent Contractor Agreement**

#### **A. PRIOR to Performance of Services**

Complete Part I of the Agreement:

1. The attached FORM W-9 must be fully completed, signed, dated and returned with the Independent Contract Form in order for payment to be made.
2. Be sure that all applicable parts of the form are filled in; Obtain authorizations.
3. Always provide contractor with a copy of the agreement.

**Wait to distribute other copies until after completion of Part II.**

Payment will not be made unless contractor's original signature in ink appears on the agreement. Payment is to be made only after completion of the contractual service.

#### **B. AFTER Performance of Services**

Complete Part II of the Agreement:

1. College Authorized Signator must sign to indicate department's acknowledgement of satisfactory completion of contractual services.
2. Submit form to Purchasing Department, which will then begin processing and will forward to Accounts Payable for payment.
3. Independent contractors whose annual total payments equal or exceed \$600 in a calendar year or as directed by the Internal Revenue Service will be issued a Form 1099-MISC showing this total. A copy to the 1099-MISC will be forwarded to the Federal Government as required.

# STEMinar Series

## Fall 2018 STEMinar Series

The STEMinar Series consists of a variety of talks related to Science, Technology, Engineering, and/or Mathematics. These talks are FREE and open to the public and take place throughout the Fall and Spring semesters. All talks take place in the Health and Science Center (HSC), Room 1234 unless otherwise noted. For more information about each talk, see below.

*Wednesday, September 12, 2018*

*5 p.m.*

**Michael Swierz**, Founder and Participatory Ecologist, People Are a Part of Nature

"Participatory Ecology and Foraging Walk: Can We Be Stewards of Biodiversity and Life Off the Land at the Same Time?"

Participatory ecology relies on the understanding that, evolutionarily speaking, human beings are a part of the natural ecosystem. On an interactive walk through College of DuPage's Russell R. Kirk Prairie, come look at our surroundings with biocultural eyes and explore ways we can draw sustenance and support from nature while also sustaining and supporting greater biodiversity. Bring water, outdoor clothes, a piece of fabric to dye, and yourself!

*Friday, October 19, 2018*

*4 p.m.*

**Nim Tottenham**, Professor of Psychology, Columbia University

"Development of Emotion Regulation Neurobiology and the Role of Early Experiences"

Strong evidence indicates that subcortical connections with the cortex support fundamental aspects of emotional behavior in adulthood. Despite the central role that this neural circuitry places in regulating emotions in adulthood, the state of the science regarding the development of this circuitry in humans is at an early stage. In this talk, Professor Tottenham will present developmental functional magnetic resonance imaging data describing age-related changes in amygdala-mPFC circuitry throughout childhood and adolescence and how it relates to emergent emotional behaviors. The argument will be made that the development of this circuitry in humans is intimately associated with early experiences. These age-related changes will be discussed in terms of potential developmental sensitive periods for environmental influence.

*Saturday, November 10, 2018*

*7:30 p.m.*

**Joseph DalSanto**, Assistant Professor of Astronomy, College of DuPage

"Black Holes"

The earliest concept of black holes dates back to the 1700s and has drawn some of history's greatest minds. Albert Einstein's Theory of Relativity predicted black holes in 1915 and in 1967, John Wheeler popularized the term "black hole." But what *is* a black hole? Many of us have heard about (or seen in movies) the strange effects black holes have on space and time, but what *are* these unique objects? Where do they come from? Have we actually found any? Join Joe DalSanto on a journey to explore the nature of black holes and other questions regarding one of science's greatest mysteries.

This talk is free as part of the Sage Series but requires pre-registration. Please register online or call Continuing Education at (630) 942 2008.

# Women in STEM Career Day

Friday, October 19<sup>th</sup>, 2018

## Agenda:

- 8:30 a.m.** Check-in
- 8:55 a.m.** Welcome
- 9:15 a.m.** Tour (HSC and Seaton)
- 10:00 a.m.** Career Panel
- 11:00 a.m.** Lunch and Career Inventory
- 11:45 a.m.** Activity 1/2/3
- 12:15 p.m.** Activity 2/3/1
- 12:45 p.m.** Activity 3/1/2
- 1:15 p.m.** Wrap up and Evaluations

## Panelists

**Erna Gevondyan**  
*Computer Science*

**Michaelann Agoranos**  
*Construction*

**Nim Tottenham**  
*Neuroscience/Psychology*

**Liz Idzakovich**  
*Tech/Multimedia*

**Aleisha Jaeger**  
*Engineering/Construction*

**Stephanie Ezerski**  
*Chemistry/Electronics*

**Prem Mony**  
*Bio/Medical*

**Katherine Neville**  
*Life Sciences/Biology*

**Julianne Fernandez**  
*Geochemistry*

**Robin Bjorkquist**  
*Physics*

**Aneesa Muthana**  
*Manufacturing*

**Carolyn England**  
*Computer Science*

# REQUISITION FORM

FY: 2019

Name of Grant: Perkins

Activity Number: 2.k.2  
(if applicable)

Women in STEM/ STEMinar 10/19/18

pre-approval for IC payment

## COLLEGE OF DuPAGE

Community College District NO. 502

Glen Ellyn, IL 60137

VENDOR NUMBER 1556885		ACCOUNT NAME		DEPT. 1 <u>06</u>	UNIT/SUB 10 <u>02</u>	OBJECT/SUB 37 <u>5309001</u>	\$AMOUNT \$1700.00
VENDOR NAME Nim Tottenham				DEPARTMENT NAME Marketing		DATE REQUIRED 10/19/18	
VENDOR ADDRESS 518 West 111 <sup>th</sup> Street, Apt 34  New York, NY 10025				RESPONSIBLE PERSON (PLEASE PRINT) Sara Spaniol, x3021 / Marsha Metcalf, x3370			PHONE EXT.
				DELIVER TO (REQUIRED) Marsha Metcalf	PHONE EXT.	BUILDING BIC	ROOM 1D02
CONTACT			PHONE 212-854-1925	APPROVED-Authorized Signature-Budget Director Laurie Jorgensen			DATE 8/9/18
			TERMS	APPROVED-Vice President-When required (see #4 Below) <i>Lisa Hark</i>			8/13/18
ITEM NO.	QTY.	UNIT	MANUF. #	DESCRIPTION, SIZE, COLOR, CATALOG NO.		UNIT COST	TOTAL COST & DISCOUNT
1	1			Nim Tottenham (independent contractor) guest keynote panelist for Women in STEM October 19, 2018, 8 a.m. – 2 p.m., followed by STEMinar talk on October 19, 2018, 4:00 p.m., Development of Emotion Regulation Neurobiology and the Role of Early Experiences			1700.00
2							
3				*IC form attached *signed pdf of front of IC form attached** *Explanation of talk/program attached			
4							
5				**AP indicated we could provide signed pdf of IC form to process check so we can provide it the day of service. She will sign actual IC form at the event.			
6							
7						TOTAL	\$1700.00

1.Fill out completely, if Perkins, leave Acct No blank.

2.Fill in vendor information. If new vendor, obtain a vendor number through the new vendor process.

3.Requisitions must be approved by appropriate Dean, Assoc. Dean or Director before being processed.

4.Requisitions for out of State travel (air, bus or car) must be approved by your respective Vice-President before being processed on the Pre-Travel form.

5.Requisitions amounting to but not exceeding \$4999 will be processed at the discretion of the Purchasing Dept. Requisitions from \$5000-\$14,999 will have a minimum of 3 verbal quotes solicited by Purchasing. Requisitions from \$15,000-\$24,999 will have 3 written quotes solicited by Purchasing.

6.Any item or items to a single vendor exceeding \$25,000 must be formally bid.

Updated 7/25/2013

College of DuPage - Accounts Payable  
Check Request Form  
revised 12/18/17

ACH

FY19 Perkins

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: 8/9/2018  
Vendor ID: 1556885

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	Perkins Grant 2.k.2	06	10	02637	5309001	Control Service	\$ 1,700.00
Grand Total							\$ 1,700.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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: Nim Tottenham

Payee Address: 518 West 111th Street, Apt 34  
New York, NY 10025

Other  
Instructions:

DO NOT MAIL CHECK!  
Please call Marsha x3370 when check is ready. She will pick up.  
THANK YOU

Description on Check:

Keynote panelist, Women in STEM, on Wednesday, October 19, 2018 from 8 a.m. - 2 p.m. STEMinar Series talk on Wednesday, October 19, 2018 at 4 p.m. Development of Emotion Regulation Neurobiology and the Role of Early Experiences.

Approvals:

Prepared By: Marsha Metcalf  
Signature: *Marsha Metcalf*  
Payment Due: need for Fri 10/19/18 please  
Board Approved Date:

Approved By: Laurie Jorgensen, Marketing Director  
Signature: *Laurie Jorgensen*  
Date: 8-7-18  
Approved By: LISA STOKES, AVPAA  
Signature: *Lisa Stokes*  
Date: 8/13/18  
Approved By Division VP:  
Signature:

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

1556885

10/19/2018

0241834

C088625

V0535224

10/19 STEM KEYNOTE

0610026375309001

1,700.00

1

1

1

M. McKay

1,700.00

0241834

PAY ONLY ONE THOUSAND SEVEN HUNDRED AND 00/100 DOLLARS

10/19/2018

\$\*\*\*\*\*1,700.00

Nim Delafield  
518 West 111th Street, Apt 34  
New York NY 10025