

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051761

Vendor Name: Mrs Paula M. Cebula

Invoice Number: BO359381

Invoice Date: 10/02/18

PO Number: B0359381

Check Number: E0069500

Check Amount: \$ 3,330.00

Check Date: 10/03/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0529735

Redaction Type: None

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

Document Below

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From: junokasm@cod.edu  
Sent: Tue Oct 02 10:02:29 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.  
Attachment File Type: pdf, Multi-Page Multifunction Printer Location: AR201WC7835 Device Name:  
PRN303

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

Independent Contractor Agreement  
between  
College of DuPage and Paula Cebula

**Paula Cebula**

Orchestra Manager, New Philharmonic Orchestra

July 1, 2018- June 30, 2019 (FY2019)  
Payment Schedule

**BO# 359381**

•LINE 1 = \$3330.00

05-60-11701-5309001

Contract Attached

DATE

AMOUNT

E-MAILED OCT 02 2018

July 31, 2018 \$ 3,330.00

August 31, 2018 \$ 3,330.00

September 30, 2018 \$ 3,330.00

★ October 31, 2018 \$ 3,330.00

November 30, 2018 \$ 3,330.00

December 31, 2018 \$ 3,330.00

January 31, 2019 \$ 3,330.00

February 28, 2019 \$ 3,330.00

March 31, 2019 \$ 3,340.00

April 30, 2019 \$ 3,340.00

May 31, 2019 \$ 3,340.00

June 30, 2019 \$ 3,340.00

**TOTAL \$ 40,000.00**

05-60-11701-5309001 = \$3330.00

81 ORCHESTRA MANAGER NPI9-SHOWBOAT (\$1810)  
NPI9-HIRSCHL (\$1520)

**AP VERIFIED**  
**10/02/18 - MARIA ZERRUDO**

*Tina M. Moran*

10/01/18

LINE 1 = 8530.00  
CE - 60 - 1101 - 230001

CE - 60 - 1101 - 230001 = 8530.00  
EL PROMETER PARA EL AREA DE  
LA ZONA DE LA

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## CONTRACT APPROVAL COVER SHEET

Contract Name: Paula Cebula Independent Contractor Agreement FY2019, FY2020

Requesting Department: The MAC Date Initiated: 03/14/2018

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

Email Address: martinezd59@cod.edu/mcgowan@cod.edu

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

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

Total Contract: \$ \$80,000 (\$40,000 FY19, \$40,000 FY20) Contract Dates: Start: 07/01/18

FY Budget \$ \$40,000 FY19, \$40,000 FY20 (pending approval) End: 06/30/20

Vendor 1: Name Sole Source Quote: \$ \_\_\_\_\_

Vendor 2: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Vendor 3: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Contract Purpose: Monthly payments for Paula Cebula, Independent Contractor, Orchestra Manager for New Philharmonic Orchestra. 2-year contract July 1, 2018 to June 30, 2020.

Contract Type: ☒ 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 D Martinez

Submit to Purchasing in Berg Instructional Center (BIC), Room 1540 or email to [purchasing@cod.edu](mailto:purchasing@cod.edu).

Purchasing Dept. Use Only

Comments: OK

Approval Initials: DMM 3-26-18

## 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 Vice President, Administration. This form must be completed in full and submitted with all contracts that require a signature.

Submit the contract, along with this form and all required support documents as outlined below, to Purchasing in the Berg Instructional Center (BIC), Room 1540 or via email at [purchasing@cod.edu](mailto:purchasing@cod.edu). Purchasing will review all documents, and, if appropriate, will forward to the 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](mailto:purchasingforms@cod.edu) for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the 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.**

**COLLEGE OF DUPAGE  
REGULAR BOARD MEETING**

**BOARD APPROVAL**

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1. SUBJECT

Contract to engage an Orchestra Manager for the July 1, 2018 - June 30, 2020 McAninch Art Center (MAC) seasons.

2. REASON FOR CONSIDERATION

A contract exceeding the statutory bid limit of \$25,000 must be approved by the Board of Trustees

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).

GL Account	FY2018	FY2019 - Proposed		
	Annual Budget	Annual Budget	YTD Spend	Available Balance
05-60-11701-5309001	\$ 139,230	\$ 158,900	\$ -	\$ 158,900
<i>New Philharmonic/DOT : Other Contractual Services Exp</i>				
			FY2019 Request	\$ 40,000
			FY2020 Request	40,000
			<b>Total Request</b>	<b>\$ 80,000</b>

*\*Anticipated FY2019 Budget adoption date is June 21, 2018.*

4. RECOMMENDATION

That the Board of Trustees approves a two-year (FY19 and FY20) contract for orchestra management consulting services for Paula Cebula, 606 High Road, Glen Ellyn, IL 60137, for a total expenditure not to exceed \$80,000.00.

Staff Contact: Diana Martinez, Director. McAninch Arts Center



BOARD APPROVAL

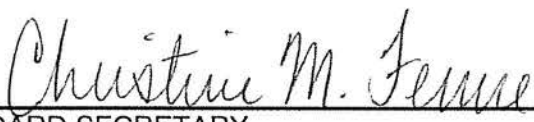
SIGNATURE PAGE FOR

Contract to engage an Orchestra Manager for the July 1, 2018 - June 30, 2020 McAninch Art Center (MAC) seasons

ITEM(S) ON REQUEST

That the Board of Trustees approves a two-year (FY19 and FY20) contract for orchestra management consulting services for Paula Cebula, 606 High Road, Glen Ellyn, IL 60137, for a total expenditure not to exceed \$80,000.00.

 2/15/18  
\_\_\_\_\_  
BOARD CHAIR DATE

 2/15/18  
\_\_\_\_\_  
BOARD SECRETARY DATE



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

11701 = 5720 / concert  
11601 = 5700 / concert

This Agreement entered into here on June 30, 2018 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, 2018 through June 30, 2020 (two years).

**PAYMENT**

Payment to Paula Cebula:

\$40,000 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.



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

**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 2018/19. 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.



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

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: 4-30-2018

Diana Martinez

Diana Martinez  
Director McAninch Arts Center

Date: 4-18-18

Brian W. Caputo

Brian Caputo  
CFO and Treasurer for College of DuPage

Date: 3/27/18

