

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051766

Vendor Name: Ms Karen Dickelman

Invoice Number: B0359379

Invoice Date: 10/03/18

PO Number: B0359379

Check Number: E0069618

Check Amount: \$ 1,334.40

Check Date: 10/10/2018

Department ID: 39018

Reviewer Name:

Voucher Number: V0529997

Redaction Type: None

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

Document Below

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From: junokasm@cod.edu  
Sent: Thu Oct 04 10:52:30 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]

BO# 359379

•LINE 1 = \$1334.40

05-60-11701-5309001

**Karen Dickelman**

Personnel Manager/Orchestra Musician, New Philharmonic Orchestra

FY2018-2019

E-MAILED OCT 03 2018

Payment Schedule

Contract Attached

7 Concert Schedule

<u>DATE</u>	<u>Personnel Mgr</u>	<u>Tentative Musician Max</u>	<u>Total Max</u>
July 31, 2018	\$ 940.00	\$ 000.00	\$ 940.00
August 31, 2018	\$ 940.00	\$ 500.00	\$ 1,440.00
September 30, 2018	\$ 940.00	\$ 000.00	\$ 940.00
★ October 31, 2018	\$ 940.00	394.40 <del>\$ 500.00</del>	1334.40 <del>\$ 1,440.00</del>
November 30, 2018	\$ 930.00	\$ 500.00	\$ 1,430.00
December 31, 2018	\$ 930.00	\$ 000.00	\$ 930.00
January 31, 2019	\$ 930.00	\$ 1,000.00	\$ 1,930.00
February 28, 2019	\$ 930.00	\$ 500.00	\$ 1,430.00
March 31, 2019	\$ 930.00	\$ 000.00	\$ 930.00
April 30, 2019	\$ 930.00	\$ 500.00	\$ 1,430.00
May 31, 2019	\$ 930.00	\$ 000.00	\$ 930.00
June 30, 2019	\$ 930.00	\$ 000.00	\$ 930.00
<b>TOTAL</b>	<b>\$ 11,200.00</b>	<b>\$ 3,000.00</b>	<b>\$ 14,700.00</b>

**AP VERIFIED****10/05/18 - MARIA ZERRUDO**

05-60-11701-5309001

95 PERSONNEL MGR \$380.00 NP19-SHOWBOAT  
\$560.00 NP19-HIRSCHL

89 MUSICIAN \$394.40 NP19-SHOWBOAT

*Ellen M. Nowan*

10/03/18 PAYMENT REQUESTS  
 NEW PHILHARMONIC - SHOWBOAT CONCERT PAYROLL - 2018  
 SATURDAY, JULY 29 AND 30, 2018

PAYROLL NWPH 05-60-11701-5102003  
 DUES 05-60-11701-5309001

NP19\_SHOWBT

Count	ID#	LASTNAME	FIRSTNAME	NAME	BASE PAY	TRAVEL	OTHER	GROSS	(DUES DEDUCTION)	NET PAY	HOURS	\$6.60 - union dues deduction for 10-208 members
56	0051766	Dickelman	Karen	Karen Dickelman	\$396.00	\$5.00	\$0.00	\$401.00	\$6.60	\$394.40	12.5	

Rush

CONTRACT APPROVAL COVER SHEET

Contract Name: Independent Contractor Agreement between College of DuPage and Karen Dickelman  
 Requesting Department: The MAC Date Initiated: 07/02/18  
 Contact Name: Diana Martinez/Ellen McGowan Phone: 3007/3009  
 Email Address: martinezd59@cod.edu/mcgowan@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: 07/01/18  
 FY Budget \$ 17,300 End: 06/30/19  
 Vendor 1: Name Sole Source - hired by New Philharmonic Orch Mgr in 2008 Quote: \$ \_\_\_\_\_  
 Vendor 2: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_  
 Vendor 3: Name \_\_\_\_\_ Quote: \$ \_\_\_\_\_

Contract Purpose: Payments for Karen Dickelman, Independent Contractor, New Philharmonic Personnel Manager and Musician for 2018/19 Season.

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  
 Budget Mgr.: Ellen McGowan  
 Dept. Adm.: Diana Martinez

Ellen McGowan  
Ellen McGowan  
Diana 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 DM 7-3-18

## 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.

**INDEPENDENT CONTRACTOR AGREEMENT**  
**Between**  
**COLLEGE OF DuPAGE**  
**and**  
**Karen Dickelman**

**Agreement # DIC201819**

This agreement is entered into this 1st day of July, 2018, 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, 2018, to June 30, 2019.**

**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

7-18-18  
Date

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



