

Information:

Drawer: Finance

Number: **** FERPA Redaction ****

Name: **** FERPA Redaction ****

Invoice Number: C088089

Invoice Date:

PO Number:

Check Number: 0244588

Check Amount: \$ 1,000.00

Check Date: 11/14/2018

Voucher Number: V0540967

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

*** Independent Contractor Agreement**

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

W9 10/15/18

STU Vendor

VENDOR NUMBER

AGREEMENT NUMBER:

C088089

ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	10	00097	5309001	200.00
APPROVED-Supervisor, Purchasing				DATE
				10/15/18

PART I. Complete PRIOR to performance of contractual services.

Name

Phone

Street

City, State

Agrees to perform on March 12, 2018 the following services for the College of DuPage:

DATE (S)

Photography services for Paralegal 2600 - Practicum Class

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

The sum of \$ 200 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.

Kris Jay
DEPARTMENT AUTHORIZED SIGNATOR

10-2-18
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 payment of the loan within six months from the date of this contract.

I agree with

agreement.

10/15/18
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.)

Kris Jay 10-2-18
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

Miller, Monica

From: Refakes, Eugene
Sent: Wednesday, August 29, 2018 2:13 PM
To: Miller, Monica
Subject: RE: Following up on my call to you

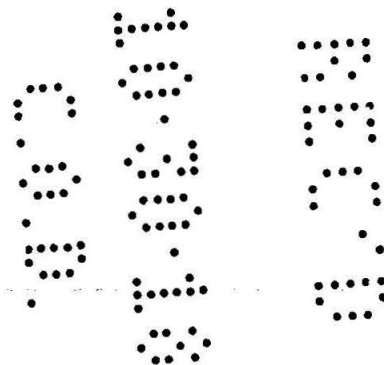
Hi Monica,

Answers to your questions:

- 1) Why can't you put together the IC agreements as would be done normally, albeit after the fact. We can note the circumstances.
- 2) Can you let me know what department numbers specifically you would want to see the information for. I have an idea on how to do this, but I need to know that first.
- 3) We do now have a mobile credit card reader that can be used to process payments. Let me know what dates you would want to use it.

Thanks,

Eugene Refakes
Manager, Financial Operations and Systems
Administrative Affairs
College of DuPage
Phone | (630)942-3263 | E-Mail | refakese@cod.edu



From: Miller, Monica
Sent: Tuesday, August 28, 2018 5:01 PM
To: Refakes, Eugene <refakese@cod.edu>
Subject: RE: Following up on my call to you

Eugene,

Please let me know if any of the topics belong elsewhere in Finance. I do need an answer to the questions, particularly the first question.

Thank you.

Monica

From: Refakes, Eugene
Sent: Monday, August 27, 2018 10:04 AM
To: Miller, Monica <millermo@cod.edu>
Subject: RE: Following up on my call to you

Monica,

I am reviewing these items and will get back to you tomorrow.

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Administrative Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

From: Miller, Monica

Sent: Monday, August 27, 2018 10:02 AM

To: Refakes, Eugene <refakese@cod.edu>

Subject: Following up on my call to you

Hi Eugene,

I hope things are well with you. I am following up on my call to you last week on behalf of Dean Kris Fay. There are a few items she asked me to look into and so I thought it might be easier to just send a list.

- 1) One of our academics programs – Paralegal Studies – uses the services of an independent contractor to photograph the students who are completing the practicum (capstone) class. Last fiscal year, she was on campus several times for three different classes – 2017FA, 2018SP and 2018SU. According to the faculty coordinator, Sally Fairbank, the students benefit a great deal from having professional headshots, which they use in their LinkedIn profile, their online portfolio, and their print portfolio. In addition, the college uses the group photos to publicize the Expo, as well as the overall Paralegal Studies program. <http://cod.edu/programs/paralegal/index.aspx> The independent contractor form is usually always prepared appropriately and signed by the Dean and by the independent contractor. However, for some reason, there is no paperwork for dates she was here in March. Here cost is \$200 per session and she had 3 separate session in March for the 2018SP class. She is owed \$600 and Sally is asking if there is any avenue by which to get her paid. Please advise.
- 2) Is there a way that I can get view only of the travel lines for all of the areas that report to the Dean of Business and Technology? I assist with all of the Concur travel requests for Business and Technology. Sometimes the Dean's budget is requested if there is no departmental funds to use after the professional development monies are used for an individual. To assist the Dean, would it be possible for me to be able to view those budget lines? I would be happy to complete any necessary paperwork.
- 3) Kris Fay asked me to find out the status of a credit card processing for the Horticulture Department to use at their upcoming sales. Were you involved in those discussions or was that someone else?

I am around today if there is a better time to talk on the phone. Thank you.

Monica

Monica Miller

Program Support Specialist

Business & Technology Division

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

(630) 942-3074

Information:

Drawer: Finance

Number: **** FERPA Redaction ****

Name: **** FERPA Redaction ****

Invoice Number: C088632

Invoice Date:

PO Number:

Check Number: 0244588

Check Amount: \$ 1,000.00

Check Date: 11/14/2018

Voucher Number: V0540968

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

*** Independent Contractor Agreement**

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

ACCOUNT NUMBER/AMOUNT

FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	10	00097	5309001	200

APPROVED-Supervisor, Purchasing

DATE: 10/15/18

PART I. Complete PRIOR to performance of contractual services.

Name

Phone

Street

City

Agrees to perform on March 16, 2018 the following services for the College of DuPage:

DATE(S)

Photography services for Paralegal Studies 2600-Practicum class

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

The sum of \$ 200 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.

Kris Jay
DEPARTMENT AUTHORIZED SIGNATOR

10.2.18
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

agreement.

10/15/18
DATE

PART II. C

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.)

Kris Jay
COLLEGE AUTHORIZED SIGNATURE

10.2.18
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

Miller, Monica

From: Refakes, Eugene
Sent: Wednesday, August 29, 2018 2:13 PM
To: Miller, Monica
Subject: RE: Following up on my call to you

Hi Monica,

Answers to your questions:

- 1) Why can't you put together the IC agreements as would be done normally, albeit after the fact. We can note the circumstances.
- 2) Can you let me know what department numbers specifically you would want to see the information for. I have an idea on how to do this, but I need to know that first.
- 3) We do now have a mobile credit card reader that can be used to process payments. Let me know what dates you would want to use it.

Thanks,

Eugene Refakes
Manager, Financial Operations and Systems
Administrative Affairs
College of DuPage
Phone | (630)942-3263 | E-Mail | refakese@cod.edu

From: Miller, Monica
Sent: Tuesday, August 28, 2018 5:01 PM
To: Refakes, Eugene <refakese@cod.edu>
Subject: RE: Following up on my call to you

Eugene,

Please let me know if any of the topics belong elsewhere in Finance. I do need an answer to the questions, particularly the first question.

Thank you.

Monica

From: Refakes, Eugene
Sent: Monday, August 27, 2018 10:04 AM
To: Miller, Monica <millermo@cod.edu>
Subject: RE: Following up on my call to you

Monica,

I am reviewing these items and will get back to you tomorrow.

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Administrative Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

From: Miller, Monica

Sent: Monday, August 27, 2018 10:02 AM

To: Refakes, Eugene <refakese@cod.edu>

Subject: Following up on my call to you

Hi Eugene,

I hope things are well with you. I am following up on my call to you last week on behalf of Dean Kris Fay. There are a few items she asked me to look into and so I thought it might be easier to just send a list.

- 1) One of our academics programs – Paralegal Studies – uses the services of an independent contractor to photograph the students who are completing the practicum (capstone) class. Last fiscal year, she was on campus several times for three different classes – 2017FA, 2018SP and 2018SU. According to the faculty coordinator, Sally Fairbank, the students benefit a great deal from having professional headshots, which they use in their LinkedIn profile, their online portfolio, and their print portfolio. In addition, the college uses the group photos to publicize the Expo, as well as the overall Paralegal Studies program. <http://cod.edu/programs/paralegal/index.aspx> The independent contractor form is usually always prepared appropriately and signed by the Dean and by the independent contractor. However, for some reason, there is no paperwork for dates she was here in March. Here cost is \$200 per session and she had 3 separate session in March for the 2018SP class. She is owed \$600 and Sally is asking if there is any avenue by which to get her paid. Please advise.
- 2) Is there a way that I can get view only of the travel lines for all of the areas that report to the Dean of Business and Technology? I assist with all of the Concur travel requests for Business and Technology. Sometimes the Dean's budget is requested if there is no departmental funds to use after the professional development monies are used for an individual. To assist the Dean, would it be possible for me to be able to view those budget lines? I would be happy to complete any necessary paperwork.
- 3) Kris Fay asked me to find out the status of a credit card processing for the Horticulture Department to use at their upcoming sales. Were you involved in those discussions or was that someone else?

I am around today if there is a better time to talk on the phone. Thank you.

Monica

Monica Miller

Program Support Specialist

Business & Technology Division

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

(630) 942-3074

Information:

Drawer: Finance

Number: **** FERPA Redaction ****

Name: **** FERPA Redaction ****

Invoice Number: C088631

Invoice Date:

PO Number:

Check Number: 0244588

Check Amount: \$ 1,000.00

Check Date: 11/14/2018

Voucher Number: V0540969

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

*** Independent Contractor Agreement**

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

W9 10/15/18

STV
Vendor

1540969

AGREEMENT NUMBER: C088631

ACCOUNT NUMBER/AMOUNT				
FUND	FUNCTION	DEPARTMENT	OBJECT	AMOUNT
01	10	00097	5309001	200.00
APPROVED—Supervisor, Purchasing				DATE 10/15/18

PART I. Complete PRIOR to performance of contractual services.

Name

Phone

Street

City, State

Agrees to perform on March 13, 2018 the following services for the College of DuPage:

DATE (S)

Photography services for Paralegal 2600 - Practicum class

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

The sum of \$ 200 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.

Kris May
DEPARTMENT AUTHORIZED SIGNATOR

10.2.18
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 am a [redacted] contractual agreement.

10/15/18
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.)

Kris May 10.2.18
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

Miller, Monica

From: Refakes, Eugene
Sent: Wednesday, August 29, 2018 2:13 PM
To: Miller, Monica
Subject: RE: Following up on my call to you

Hi Monica,

Answers to your questions:

- 1) Why can't you put together the IC agreements as would be done normally, albeit after the fact. We can note the circumstances.
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Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Administrative Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

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To: Refakes, Eugene <refakese@cod.edu>
Subject: RE: Following up on my call to you

Eugene,

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Monica

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Sent: Monday, August 27, 2018 10:04 AM
To: Miller, Monica <millermo@cod.edu>
Subject: RE: Following up on my call to you

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Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Administrative Affairs

College of DuPage

Phone | (630)942-3263 | E-Mail | refakese@cod.edu

From: Miller, Monica

Sent: Monday, August 27, 2018 10:02 AM

To: Refakes, Eugene <refakese@cod.edu>

Subject: Following up on my call to you

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- 2) Is there a way that I can get view only of the travel lines for all of the areas that report to the Dean of Business and Technology? I assist with all of the Concur travel requests for Business and Technology. Sometimes the Dean's budget is requested if there is no departmental funds to use after the professional development monies are used for an individual. To assist the Dean, would it be possible for me to be able to view those budget lines? I would be happy to complete any necessary paperwork.
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I am around today if there is a better time to talk on the phone. Thank you.

Monica

Monica Miller

Program Support Specialist

Business & Technology Division

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

(630) 942-3074

Information:

Drawer: Finance

Number: **** FERPA Redaction ****

Name: **** FERPA Redaction ****

Invoice Number: C074239

Invoice Date:

PO Number:

Check Number: 0244588

Check Amount: \$ 1,000.00

Check Date: 11/14/2018

Voucher Number: V0541773

AP Type: IM Invoices < \$15,000

Redaction Type: FERPA

Document Type: Independent Contractor Agreement

Document Below

Note: Parts of the image below may have been redacted

*** Independent Contractor Agreement**

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

STU
EMP
Vendor

W9 10/15/18

AGREEMENT
NUMBER:

V 54173
C074239

ACCOUNT NUMBER/AMOUNT

DEPARTMENT	UNIT/SUB UNIT	OBJECT	AMOUNT
01 10	00097	5309001	\$400
APPROVED—Supervisor, Purchasing			DATE 10/15/18

PART I. Complete PRIOR to performance of contractual services.

Name

Phone

Street

City

Agrees to perform on 10/15/18 and 10/18/18 the following services for the College of DuPage:

Photography services (at \$200 per dates) for Paralegal 2600 - Practicum class

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

The sum of \$400 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 #4230 and have determined that the individual on this agreement meets the definition of an independent contractor.

Kris Jay
DEPARTMENT AUTHORIZED SIGNATOR

8.22.18
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 [redacted] contractual agreement.

10/15/18
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.)

Kris Jay
COLLEGE AUTHORIZED SIGNATURE

10.31.18
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/Blue forward to Purchasing Dept.; Yellow, Authorized Signator; Pink, Contractor