

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1083504

Vendor Name: Chicago Federation of

Invoice Number: NPDICK110318

Invoice Date:

PO Number:

Check Number: 0244955

Check Amount: \$ 6.60

Check Date: 11/29/2018

Department ID: 11701

Reviewer Name:

Voucher Number: V0542593

Redaction Type: None

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

Document Below

1083504

11/29/2018

0244955

NPDICK1103

V0542593

Dues New Phil Dickelman

0560117015309001

6.60

Ellen M. Herman
11/30/18

6.60

0244955

PAY ONLY SIX AND 60/100 DOLLARS

11/29/2018

\$*****6.60

Chicago Federation of
Musicians
656 West Randolph, Ste 2W
Chicago IL 60661-2121

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

EMPLOYEES

Welcome Ellen!

Voucher

Voucher Number V0542593

Voucher Amount \$6.60

Vendor ID and/or Name 1083504 Chicago Federation of

AP VERIFIED

Voucher Status In Progress (In the) AP Voucher IM Invoice < \$1,000

Voucher Date 11/14/18 Voucher Maintenance Date 11/14/18 Expiration Date 11/30/18

Invoice Number NPDICK110318 Invoice Date 11/15/18

Check/Transaction Number Paid Date

11/29/18 - MARIA ZERRUDO

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Dues New Phil Dickelman		1.000		6.6000	6.60	05-60-11701-5309001 AUX New Philharmonic/DOT : Other Contractual Services Exp	NPDICK110318			

Comments

Dues Karen Dickelman

New Philharmonic

65 Dues NP19_HIRSCHL

Approval Date Next Approval

Ellen McGowan

11/15/18

OK

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

Please hold check for pickup by
Ellen McGowan (x3009).

Need by: 11/30/18 Thank you!

003
01.62.11

0.334

ok to pay
BAC
11/28/18

11/12/18 PAYMENT REQUESTS

NEW PHILHARMONIC - HIRSCHL CONCERT PAYROLL - 2018

VN 108354

SATURDAY, NOVEMBER 3 AND SUNDAY, NOVEMBER 4, 2018

PAYROLL NWPH 05-60-11701-5102003 NP19_HIRSCHL
DUES 05-60-11701-5309001

Count	ID#	LASTNAME	FIRSTNAME	NAME	GROSS	(DUES DEDUCTION)	NET PAY	HOURS	\$6.60 - union dues deduction for 10-208 members
60	0051766	Dickelman	Karen	Karen Dickelman	\$248.00	\$6.60	\$241.40	10.0	

2 COPIES TO SIGN

CONTRACT APPROVAL COVER SHEET

Contract Name: Community Symphony Orchestra Agreement/Chicago Federation of Musicians Contract 2018-19
 Requesting Department: The MAC Date Initiated: 01/11/18
 Contact Name: Diana Martinez/Ellen McGowan Phone: 3007/3009
 Email Address: martinezd59@cod.edu/mcgowan@cod.edu

Vendor Name: Chicago Federation of Musicians Phone: 312-782-0063
 Vendor Contact: Leo Murphy Email: lmurphy@cfm10208.org
 Total Contract: \$ VARIABLE 3% (musician paid), 2 per 11.99 pension (MAC paid) 5 per musician per concert Contract Dates: Start: 01/01/2018
 FY Budget \$ _____ End: 12/31/2019
 Vendor 1: Name Sole Source Quote: \$ _____
 Vendor 2: Name _____ Quote: \$ _____
 Vendor 3: Name _____ Quote: \$ _____

Contract Purpose: Union Contract for New Philharmonic Orchestra Members (Chicago Federation of Musicians, Local 10-208) to cover period: 01/01/18-12/31/19.

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.

<u>Print</u>	<u>Sign</u>
Requester: <u>Ellen McGowan</u>	<u>Ellen McGowan</u>
Budget Mgr.: <u>Ellen McGowan</u>	<u>Ellen McGowan</u>
Dept. Adm.: <u>Diana Martinez</u>	<u>Diana Martinez</u>

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

Comments: <u>OK</u> Approval/Initials: <u>OW 1-23-18</u>	Purchasing Dept. Use Only
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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. 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. *ONLY UNION IN REGION, see CONTRACT*
- ☐ 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 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.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.

COMMUNITY SYMPHONY ORCHESTRA AGREEMENT

This agreement between the Chicago Federation of Musicians, Local 10-208 ("Union"), and **NEW PHILHARMONIC ORCHESTRA** ("Employer"), relates to musicians engaged by Employer on a concert-by-concert basis to complement and enhance the regular members of the orchestra ("Supplemental Musicians").

1. Each Supplement Musician will be compensated according to the applicable Union Wage Scale of eighty dollars (\$80.) for each performance and sixty dollars (\$60.) for each rehearsal for the performance. Payment for the concert and preceding rehearsal will be made within 8 days after the concert.
2. The Employer will adhere to all applicable Bylaws and work rules of the Chicago Federation of Musicians and the American Federation of Musicians of the United States and Canada.
3. The Employer's failure to comply with the terms of this Agreement will result in its termination effective upon written notice from the Union.
4. The Employer will deduct 3% work dues from the wages payable under paragraph (1) above and remit them to the Chicago Federation of Musicians, by check made payable to the Chicago Federation of Musicians within 8 days of the performance.
5. The Employer will contribute to the American Federation of Musicians' and Employers' Pension Fund (the "Fund") in accordance with the contribution schedule of the Rehabilitation Plan adopted by the Board of Trustees of the Fund on April 15, 2010 (the "2010 Rehabilitation Plan"), which is incorporated herein. The EMPLOYER shall pay the Fund an amount equal to Eleven and ninety-nine hundredths percent (11.99%) on behalf of each Supplemental Musician of wages paid under paragraph (1) above. The Employer agrees to comply with the terms and conditions of the Agreement and Declaration of Trust Establishing the American Federation of Musicians and Employers' Pension Fund (as it may be amended from time to time), which is incorporated by reference into this Agreement. All contributions shall be paid by check payable to the Fund and sent to the Chicago Federation of Musicians no later than five days following the date of the performance for which contributions are made, along with a remittance form showing the Employer's name and address; the type of engagement; the engagement start and end date(s); and, for each musician for whom pension is paid, the musician's last name, first name and middle initial, social security number, wages paid, and pension contribution amount.
6. Recordings may be made only for archival or study purposes and only if the Employer executes a separate archival agreement provided by the Union. Any other recording or use of recorded material may be done only if it is in accordance with the terms and conditions of the applicable American Federation of Musicians agreement, which is expressly incorporated herein.

Revised 12/08/17

7. This Agreement shall commence on **JANUARY 1, 2018** and, is subject to the provisions of paragraph (3) above.
8. This agreement shall terminate on **DECEMBER 31, 2019**.

Community Symphony Name: **NEW PHILHARMONIC ORCHESTRA**

Address: **MC ANINCH ARTS CENTER 425 FAWELL BLVD. # 201**

City: **GLEN ELLYN** State: **IL** Zip **60137**

By:  Date: **1/25/18**
PAULA CEBULA, MANAGER
BRIAN CAPUTO, VP ADMINISTRATION & CFO

Federal Not for Profit I.D. # _____

Chicago Federation of Musicians

By:  Date: **12-7-17**
LEO MURPHY
Vice-President

P.S. Please be aware that a Standard Musical Services Contract and Pension/Work Dues report must be filed with Local 10-208 for all engagements using our members. Failure to do so, may result in the termination of your Community Symphony Orchestra Agreement.

Revised 12/082017



Leo Murphy
Vice-President

December 8, 2017

Paula Cebula, Orchestra Manager
New Philharmonic Orchestra
Mc Aninch Arts Center
425 Fawell Boulevard, #201
Glen Ellyn, IL 60137

Dear Paula,

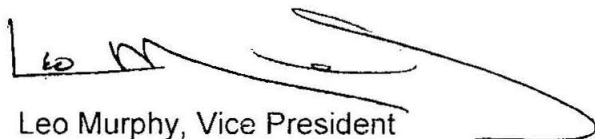
It's time to renew your Community Orchestra Agreement for January 1, 2018 through December 31, 2019. The rates will remain the same as the last contract.

Rehearsal \$60.00
Performance \$80.00

The pension rate is now **11.99%**. Please make a note of this when preparing your work reports.

It is a pleasure to have your organization on board with the Chicago Federation of Musicians. Please feel free in giving me a call if there is anything I can do for you. Enclosed are two agreements. Sign one copy and return it to me keeping the second one for your files.

With best regards,



Leo Murphy, Vice President
Enc.

Concert Memo

Concert 2: November 3 & 4, 2018 - Richard Hirschl, cello

Conductor Kirk Muspratt;

To: Orchestra Members of New Philharmonic

From: Karen Dickelman, Personnel Manager

630-319-3773 grueler@aol.com

For music questions please contact, Ben Nadel, librarian: ben.nadel9@gmail.com 847-224-1509

Program: Strings: 10/8/7/8/4; Cello: Pieces: Strings: 8/6/6/6/2

As of OCTOBER 27, 2018

FL OB CL BS HN TP TB T Other

	FULL INSTRUMENTATION									
5.5'	Tchaikovsky: Lenski's Aria (Richard)	2	2	2	2	4	0	0	0	
8'	Rachmaninoff: Vocalise for Cello (Richard)	2	2+1	2	2	2	0	0	0	
18'	Tchaikovsky: Rococo Variations for Cello (Richard)	2	2	2	2	2	0	0	0	
15'	Tchaikovsky: Sleeping Beauty Suite (Selections IV - I - II)	2+1	2+1	2	2	4	3	3	1	T+2, harp
	Intermission									
36'	Beethoven: Symphony #4	1	2	2	2	2	2	0	0	T

Rehearsal/Performance Schedule:

Thursday	Nov. 1	7:30 pm - 10:00 pm	Rehearsal: Beethoven	MAC - Room 140
Friday	Nov. 2	7:30 pm - 10:00 pm	Rehearsal: Sleeping Beauty; Lenski Aria; Rococo; Vocalise	MAC - Room 140
Saturday	Nov. 3	2:00 pm - 4:30 pm	Rehearsal: Dress	MAC - Main Stage
Saturday	Nov. 3	7:30 pm	Concert	MAC - Main Stage
Sunday	Nov. 4	3:00 pm	Concert	MAC - Main Stage

STRINGS IN SEATING ORDER

1st Violin (10/8)

Michele Lekas
Debra Ponko
Kristen Wiersum
Sam Battista
Jo Marie Sison
Brian Ostrega
Eloise Meloni
Dan Galat
Paula Johannesen
Karen Nelson

Bass (4/2)

Michael Meehan
John Tuck
Julian Romane
Alan Steiner

Flute

Carolyn May
Maria Schwartz

Trumpet

Amy Nelson
Kyle Upton
Joe Lill

Trombone (3)

Tom Stark
Cherai McCauley
Serdar Cizmeci

Tuba

Doug Zelinka

Timpani

James Bond-Harris

Percussion

Sean Kopp
Becca Hook *MISSING PAPER & DOL'S*

Harp

Jennifer Ruggier

Sleeping Beauty & Beethoven only

2nd Violin (8/6)

Mara Gallagher
Kristen LeJeune
Chikako Miyata
Melissa Streidl
Beth Novak
Lisabeth McQuaid
Lewis Stahl

Oboe CASTANEDA

Ricardo Castaneda
Melinda Getz
Deb Stevenson

Clarinet

Mary Payne
Lacy Garbar

Bassoon

Dianne Ryan
Lynette Pralle

Horn

Phil Stanley
Matthew Bronstein
Mary Jo Neher
Ingrid Mullane

Viola (7/6)

Danny Seidenberg
Sarah Tompkins
Jennifer Silk
William Kronenberg
Tatiana Katova
Nora Williams
Karen Dickelman

Cello (8/6)

Dorothy Deen
Claire Langenberg
Melissa Bach
Nancy Moore
Anne Monson
Ingrid Krizan
Victor Sotelo
Daniel Hoppe

39 UNION

Attendance Form
New Philharmonic - R. Hirschl - Nov. 2018

	Violin I (10)	11/1	11/2	11/3	11/3	11/4
CM	Michele Lekas	X	X	X	X	x
	Debra Ponko	X	X	X	X	x
	Kristen Wiersum	X	X	X	X	x
	Sam Battista	X	X	X	X	x
	Jo Marie Sisson	X	X	X	X	x
	Brian Ostrega	X	X	X	X	x
	Eloise Melnoi	X	X	X	X	x
	Dan Galat	X	X	X	X	x
	Paula Johannesen	X	X	X	X	x
	Karen Nelson	X	X	X	X	x
	Violin II (7)					
P	Mara Gallagher	X	X	X	X	X
	Kristen Oyler	X	X	X	X	X
	Chikako Miyata	X	X	X	X	X
	Lisabeth McQuaid	X	X	X	X	X
	Melissa Streidl	X	X	X	X	x
	Beth Novak	X	X	X	X	x
	Lewis Stahl	X	X	X	X	X
	Viola (7)					
P	Danny Siedenberg	x	X	X	X	X
	Sarah Tompkins	X	X	X	X	X
	Jennifer Silk	X	X	X	X	X
	Bill Kronenberg					
	Tatian Katova					
	Nora Williams	X	X	X	X	X
	Karen Dickelman	X	X	X	X	x
	Cello (8)					
P	Dorothy Deen	X	X	X	X	X
	Claire Langenberg	X	X	X	X	X
	Melissa Bach	X	X	X	x	X
	Nancy Moore	X	X	X	X	x
	Anne Monson	X	X	X	X	x
	Ingrid Krizan	X	X	X	X	x
	Victor Sotelo	X	X	X	X	x
	Daniel Hoppe	X	X	X	X	x
	Bass (2)					
P	Michael Meehan	X	X	X	X	X
	John Tuck	X	X	X	X	X
	Julian Romane	X	X	X	X	x
	Alan Steiner	X	X	X	X	x
	Flute (2)					
P	Carolyn May	X	X	X	X	X
D	Maria Schwartz	N	X	X	X	X
	Oboe (3)					
P	Ricardo Castanada	X	X	X	X	X
D	Melinda a Getz	X	X	X	X	X
	Deb Stevenson	N	N	X	X	X

	Clarinet (2)					
P	Mary Payne	X	X	X	X	X
	Lacy Garbar	X	X	X	X	X
	Bassoon (2)					
P	Dianne Ryan	X	X	X	X	X
	Lynette Pralle	X	X	X	X	X
	Horn (4)					
P	Phil Stanley	X	X	X	X	X
	Matt Bronstein	X	X	X	X	X
	Mary Jo Neher	N	X	X	X	X
	Ingrid Mullane	N	X	X	X	X
	Trumpet (3)					
P	Amy Nelson	X	X	X	X	X
D	Kyle Upton	X	X	X	X	X
	Joe Lill	N	N	X	X	X
	Trombone (3)					
P	Tom Stark	N	X	X	X	X
	Cherai McCauley	N	X	X	X	X
	Serdar Cizmeci	N	X	X	X	X
	Tuba (1)					
P	Doug Zelinka	N	X	X	X	X
	Timpani (1)					
P	James Bond-Harris	X	X	X	X	X
	Percussion (2)					
P	Sean Kopp	N	N	X	X	X
	Becca Hook	N	N	X	X	X
	Harp (1)					
P	Jennifer Ruggieri	N	X	X	X	X

There are 5 services in this cycle: 3 rehearsals and 2 concerts.

Doublings:

Maria Schwartz - flute/piccolo
Melinda Getz oboe/English horn
Amy Nelson - rotary trumpet
Kyle Upton rotary trumpet

Required at dress rehearsal only:

Deb Stevenson - English horn
Joe Lill - 3rd trumpet
Sean Kopp - percussion
Becca Hook - percussion

Prepared by K. Dickelman

X = Present E= Excused (in red on PSA) S = Sick L = Late # =Tardy U= Unexcused N=Not Needed

MEMO TO: Brian W. Caputo
FROM: Ellen McGowan
Business Manager, Arts Center
DATE: November 28, 2018
SUBJECT: Request for Manual Checks 6

Brian,

Please approve these manual check requests for payment to:

A.F.M. & E.P. Fund (New Phil Pension Nov Concert)	1,028.82
Ascencio Restaurants (Frida Kahlo Press Event 11/10/18)	128.88
Brunsheen, Scott (Soloist DuPage Chorale 12/02/18)	500.00
Chicago Federation of Musicians (New Phil Dues Nov Concert)	6.60
Gamez, Denise (Soloist DuPage Chorale 12/02/18)	500.00
Stoppelenburg, Josefien (Soloist DuPage Chorale 12/02/18)	500.00

These vendors need payment by the end of the week. We cannot wait until the next check run on December 14.

Thank you for your help and understanding.

Ellen McGowan

Manual check

X *Brian W. Caputo*

Attachments

Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

