

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1610547
Vendor Name: Cynthia Shanahan
Invoice Number: 033121
Invoice Date: 03/31/21
PO Number: P0373201
Check Number: 0279221
Check Amount: \$ 3,500.00
Check Date: 04/13/2021
Department ID: 00275
Reviewer Name: Cathie Walker
Voucher Number: V0671043
Redaction Type: None
Document Type: AP Invoice

Document Below

Cynthia Shanahan
60 E Monroe St., Unit 6001
Chicago, IL 60603
Phone: 312-593-3698
Email: chynd@uic.edu

APPROVED
invoice
3-31-21

04/08/21 - SANDRA MARTINS

Please pay the following amount for services rendered.

- Workshop on Disciplinary Literacy and Curriculum Modules \$2500
- Workshop on Assigning and Assessing Student Work (I did not
Conduct the workshop but acted as a consultant) 1000

Total: \$3500

Payable to Cynthia Shanahan at the above address.

INVOICE REVIEWED
OKAY TO PAY
CATHIE WALKER 04/07/21

AGREEMENT
Between
COLLEGE OF DuPAGE
And
Cynthia Shanahan

This Agreement is entered into this 1st day of February, 2021 between College of DuPage and Cynthia Shanahan (Consultant).

SERVICES: Cynthia Shanahan shall perform the following services for the College of DuPage:

Plan and facilitate 4 workshops for the English Transitions Project:

- Workshop on Disciplinary Literacy and Curriculum Modules on 2/26/21
- Workshop on Assigning and Assessing Student Work on 3/11/21
- Workshop with our 3 partner high schools to form a collaborative and cohesive plan for the Transitions course TBD in April 2021
- Workshop on Implementation of Transitions course 5/13/21

Consultant will perform duties at the College using College facilities as appropriate.

WORK PRODUCT: All documents, including reports and all other work products produced by Consultant under this Agreement shall become and remain the property of College of DuPage. The Consultant 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 2-26-21 to 5-31-21.

REMUNERATION: A rate of 2500 per workshop shall be paid to Cynthia Shanahan. Invoices for services are to be submitted to College of DuPage prior to any payment to Cynthia Shanahan.

INDEPENDENT CONTRACTOR: It is understood, acknowledged and agreed by the Parties that the relationship of Consultant to the College arising out of this Agreement shall be that of an independent contractor. Neither Consultant nor any employee or agent of Consultant is an employee or agent of the College and therefore, is not entitled to any benefits provided employees of the College. Consultant has no authority to employ/retain any person as an employee or agent for or on behalf of the College for any purpose. Consultant shall not represent to anyone that he is an employee of the College.

PAYMENT: Consultant must agree to receive all payments from the College via an Automated Clearing House (ACH) transfer (CCD file format only). Instructions for registering for ACH payments are available on the College's Purchasing Department website: <http://www.cod.edu/about/purchasing/index.aspx>.

TAXES: Cynthia Shanahan shall be responsible for any and all state, local and federal taxes due related to income from the above services. Consultant shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment. Cynthia Shanahan is required to provide a completed IRS W-9 document in order to do business with the College.

LIAISON: While performing these services, it is understood that Cynthia Shanahan will coordinate with Jennifer Butler, Division Support Specialist (name and title).

LIABILITY: Cynthia Shanahan 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 attorney's fees, which may arise during the performance of this agreement.

Cynthia Shanahan also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. Cynthia Shanahan shall defend, indemnify and hold harmless College of DuPage and others of whom it may license and grants rights, against all damages suffered and expenses incurred based on any breach or alleged breach of Cynthia Shanahan's warranty.

RESTRICTIVE COVENANTS: The Consultant will not, during the period of this Agreement, use any Information for his own benefit or for the benefit of any person or entity other than College of DuPage; disclose to any person or entity any Information learned as part of this consult; or remove or make copies of any Information, in any form; except, in each case, as may be required within the scope of Consultant's duties during the term of this Agreement.

Consultant agrees to comply fully with the Federal Equal Employment Opportunities Act, including 29 C.F.R./Part 1609 "Guidelines on Harassment," the Illinois Human Right Act, the Americans with Disabilities Act, and all applicable rules and regulations promulgated thereunder and all amendments made thereto, Title VII of the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1973, and any additions or amendments, and Consultant represents certifies and agrees that it has implemented a sexual harassment policy pursuant to 775 ILCS 5/2-105 and that no person shall be denied or refused service or other full or equal use of Consultant's services, or denied employment opportunities by Consultant on the basis of race, creed, color, religion, sex, national origin or ancestry, age disability unrelated to ability, marital status, or unfavorable discharge from military service.

Upon termination of this Agreement, or at any such time as the College may request, the Consultant will deliver to College of DuPage all copies in possession of any Information, in any form. Except on behalf of College of DuPage, the Consultant will not at any time assert any rights in or with respect to any Information. For purposes of this Agreement, "Information" means any, research, operational, product or service information, processes, data, samples, drawings, market information, customer information, manner of operation, techniques, databases, promotions, and other information that may be deemed similar to, based on or derived from any of the foregoing, or information. Information does not include information, knowledge, or data, which the Consultant can prove, was in individual's possession prior to the commencement of this Agreement or information, knowledge, or data, which was or is in the public domain.

CERTIFICATION: All independent consultants 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 of 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.

TERMINATION: The College may terminate this Agreement and the services at any time upon five (5) days written notice to Consultant. The College shall not be responsible for any services or expenses incurred after the date of termination.

In consideration thereof, both parties agree to the conditions set forth above.

Consultant

Cynthia Shanahan

Name

Consultant

2/1/21

Date

Ellen M. Roberts

Digitally signed by Ellen M.
Roberts
Date: 2021.02.09 17:40:36 -06'00'

Chief Financial Officer

2.9.2021

Date

I agree with the terms stated above and certify that I have received a copy of the contract agreement.

Cynthia Shanahan

Consultant

2/1/21

Date

From: Walker, Cathie <walkerm@cod.edu>
Sent: Thu Apr 01 16:06:06 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: [External] Re: Copy of Signed Contract

Hello,

Please process – the original amount was approved at \$10,000. She is only requesting \$3500 total for her services.

Thank you, Cathie

From: Butler, Jennifer <butlerj61@cod.edu>
Sent: Wednesday, March 31, 2021 4:00 PM
To: Walker, Cathie <walkerm@cod.edu>
Subject: FW: [External] Re: Copy of Signed Contract

Hi, Cathie,

Attached is Cynthia Shanahan's invoice. It looks like she didn't even charge us the full amount for the second meeting.

Best,
Jen

Jennifer Butler
Division Support Specialist, Liberal Arts
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60187
butlerj61@cod.edu
www.writingontheedge.org

From: Shanahan, Cynthia R [<mailto:chynd@uic.edu>]
Sent: Wednesday, March 31, 2021 3:55 PM
To: Butler, Jennifer <butlerj61@cod.edu>
Subject: Re: [External] Re: Copy of Signed Contract

Jennifer, please thank everyone for the opportunity to get to know and work with them. I enjoyed the time we spent and am sorry also that it didn't work out. Attached is an invoice. Let me know if it is acceptable and if so, send it on for payment.
Thanks again – Cyndie

Cynthia Shanahan
60 E Monroe St., Unit 6001
Chicago, IL 60603
Phone: 312-593-3698
Email: chynd@uic.edu

From: Butler, Jennifer <butlerj61@cod.edu>
Date: Tuesday, March 23, 2021 at 4:20 PM
To: Shanahan, Cynthia R <chynd@uic.edu>
Subject: RE: [External] Re: Copy of Signed Contract

Hi, Cynthia,

I'm sorry that things didn't work out as we'd all hoped with disciplinary literacy. We did discuss this at our planning meeting yesterday, but I don't think a definitive conclusion was reached, except that we hope to work with you again on another project in the future. I will send this on to Sandy, our Dean. If can send an invoice, that would be great. Thank you so much for your hard work and dedication to our project.

Best,
Jen

Jennifer Butler

Division Support Specialist, Liberal Arts

College of DuPage

425 Fawell Blvd

Glen Ellyn, IL 60187

butlerj61@cod.edu

www.writingontheedge.org

[attachment: Cynthia Shanahan invoice DuPage.docx]

[attachment: Independent Contractor Agreement -C Shanahan SP21.pdf]