

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082065  
Vendor Name: A.F.M. & E.P. Fund  
Invoice Number: B0374129  
Invoice Date: 06/04/21  
PO Number: B0374129  
Check Number: 0281521  
Check Amount: \$ 1,044.72  
Check Date: 06/08/2021  
Department ID: 11701  
Reviewer Name:  
Voucher Number: V0685472  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: Zerrudo, Maria <zerrudom@cod.edu>  
Sent: Mon Jun 07 15:09:03 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: AFM & EP Union Check needed 6/9/21  
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**From:** McGowan, Ellen <mcgowan@cod.edu>  
**Sent:** Monday, June 7, 2021 3:05 PM  
**To:** Humphrey, Vera <humphreyv@cod.edu>  
**Cc:** Zerrudo, Maria <zerrudom@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>  
**Subject:** AFM & EP Union Check needed 6/9/21

Hi Vera,  
Please ask Ellen R to approve the check enclosed so we can have the check on Wednesday.  
Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Boulevard  
Glen Ellyn, IL 60137  
Phone 630.942.3009  
Fax 630.942.3002

[attachment: AFM & EP New Phil Regular Pension Frida 1044.72 PO# 374129 06-04-21 Check Enclosed Request.pdf]

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**Vendor:**

1082065  
A.F.M. & E.P. Fund  
C/O Chicago Fed of Musicians  
656 West Randolph, Ste. 2W  
Chicago, IL 60661-2121  
Attn: TOM BERANEK

Phone: 312-782-0063  
Fax:

**Check Enclosed - Ellen McGowan**  
**6/4/21 - amd**

**Ellen McGowan**  
**will pick up**  
**check on**  
**6/9/21.**

**Ship To:**

BLANKET PO  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2378  
Fax:

**PURCHASE ORDER**

374129

**Page:** 1

**Release Method:** Hard Copy

**Release Date:** 06/04/2021

**Created Date:** 06/04/2021

**PO Created By:** Dando, Anne Marie

**Purchase Order Comment:**

**AP VERIFIED**

**06/07/21 - MARIA ZERRUDO**

**Deliver To:** McGowan, Ellen

**Requisition Number(s):** 685648 **Requisitioner Name(s):** Ellen McGowan

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		36	Each	Pension Contribution, Orchestra Musicians New Phil Salute to Frida Concert Recording 04/05-08/21 per att'd	\$29.02	\$1,044.72

**Deliver To:** McGowan, Ellen

**Sub Total: \$ 1,044.72**

**Total: \$ 1,044.72**

**Account Code Summary**

Account Code	Account Description	Amount
05-60-11701-5309004		\$1,044.72

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpays@cod.edu](mailto:acctpays@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

**PURCHASE ORDER**

374129

**Page:** 2**Release Method:** Hard Copy**Release Date:** 06/04/2021**Created Date:** 06/04/2021

NEW PHILHARMONIC - COLLEGE OF DUPAGE  
VIRTUAL PERFORMANCE - SALUTE TO FRIDA KALO - REGULAR UNION MEMBER REPORT

	NAME	UNION ACCOUNT	TAX ID	WAGES	DUES
1					
2					
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36					

REVISED MAY 15, 2021

PENSION



## Humphrey, Vera

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**From:** Erl, Lisa  
**Sent:** Tuesday, December 17, 2019 10:45 AM  
**To:** Humphrey, Vera  
**Cc:** Schoettle, Kari  
**Subject:** Chicago Federation of Musicians Symphony MAC EM.DM 12.17.19  
**Attachments:** Chicago Federation of Musicians Symphony MAC EM 1.23.18 (paper).pdf; Chicago Federation of Musicians Symphony MAC EM.DM 12.17.19.pdf

Hi Vera –

The attached is ready for Ellen's review and signature, if appropriate. Please note, the total contract value is indicated in the vendor 2 section. The previously reviewed contract is attached for reference.

Thank you,

Lisa

Lisa G. Erl  
Administrative Assistant, Business Services  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
630-942-2232  
[erll630@cod.edu](mailto:erll630@cod.edu)

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**From:** Schoettle, Kari <[schoettlek@cod.edu](mailto:schoettlek@cod.edu)>  
**Sent:** Tuesday, December 17, 2019 10:31 AM  
**To:** Erl, Lisa <[erll630@cod.edu](mailto:erll630@cod.edu)>  
**Subject:** Contract for approval - Chicago Federation of Musicians

Good Morning, Lisa.  
From Ellen for Ellen Roberts approval/signature.  
Thanks!  
Kari

**Kari Schoettle**  
Assistant Business Manager  
McAninch Arts Center, College of DuPage  
630-942-2914 | [schoettlek@cod.edu](mailto:schoettlek@cod.edu)



### CONTRACT APPROVAL COVER SHEET

Contract Name: Community Symphony Orchestra Agreement/Chicago Federation of Musicians Contract 2020-21

Requesting Department: The MAC Date Initiated: 12/16/2019

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: \$ \_\_\_\_\_ Contract Dates: Start: 01/01/2020

FY Budget \$ \_\_\_\_\_ End: 12/31/2021

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

Vendor 2: Name VARIABLE 3% MUSICIAN PAID Quote: \$ \_\_\_\_\_

Vendor 3: Name 13.184% PENSION (MAC PAID) Quote: \$ \_\_\_\_\_

Contract Purpose: Union Contract for New Philharmonic Orchestra Members (Chicago Federation of Musicians, Local 10-208) to cover period: 01/01/20-12/31/21.

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

Requester: Ellen McGowan

Budget Mgr.: Ellen McGowan

Dept. Adm.: Diana Martinez

Sign

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 \_\_\_\_\_

**REVIEWED**

By Lisa Erl at 10:43 am, Dec 17, 2019

Approval Initials \_\_\_\_\_

December 02, 2019

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, 2020 through December 31, 2021. The rates will remain the same as the last contract.

Rehearsal \$60.00  
Performance \$80.00

The pension rate is now **13.189%**. 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.

## 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 Thirteen and one hundred eighty-nine thousandths percent (13.189%) 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 12/02/19

7. This Agreement shall commence on **JANUARY 1, 2020** and, is subject to the provisions of paragraph (3) above.
8. This agreement shall terminate on **DECEMBER 31, 2021**.

Community Symphony Name: **NEW PHILHARMONIC ORCHESTRA**

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

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



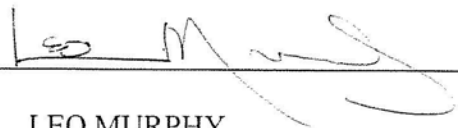
**Ellen M. Roberts**  
**Interim Vice President**  
**Administrative Affairs**

By: \_\_\_\_\_  
**PAULA CEBULA, MANAGER**

Date: \_\_\_\_\_

Federal Not for Profit I.D. # \_\_\_\_\_

Chicago Federation of Musicians

By:  \_\_\_\_\_  
**LEO MURPHY**  
**Vice-President**

Date: **12-2-19**

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 12/02/19