

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1295143

Vendor Name: Mr Matthew M. Zawlocki

Invoice Number: BOOT CAMP

Invoice Date: 06/29/21

PO Number:

Check Number: 0283024

Check Amount: \$ 250.00

Check Date: 07/13/2021

Department ID: 02532

Reviewer Name:

Voucher Number: V0689121

Redaction Type: None

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

Document Below

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Tue Jun 29 15:45:18 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Boot Camp Refunds

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Tuesday, June 29, 2021 3:22 PM
To: Barrios, Isabel <barriosi142@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: Boot Camp Refunds

Hi Isabel and Bethany,

Monica Miller's team has two grants – Gen Cyber and Perkins – that have funding to provide stipends to partner high school instructors for boot camps that have taken place in June.

Manufacturing Technology held a boot camp for high school instructors during the week of June 21. There were 6 participants each receiving a \$250 stipend. Please process the attached refunds for your letters. The second attachment has the approvals. Lisa Stock has digitally approved on behalf of Mark Curtis-Chavez, so please append.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

[attachment: Copy of Refund MANUF Boot Camp_.xlsx]
[attachment: Refund MANUF Boot Camp with approval_.pdf]



			Approved by:							0.00			0.00
			Dean							0.00			0.00
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			Approved by:							0.00			0.00
			Assistant Provost of Instruction							0.00			0.00
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			Approved by:							0.00			0.00
			Provost							0.00			0.00
										0.00			0.00

1,500.00

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Tue Jun 29 22:08:39 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: FY21 Perkins funded Manufacturing Technology bootcamp, payment to participants

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Tuesday, June 29, 2021 4:38 PM
To: Barrios, Isabel <barriosi142@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: FW: FY21 Perkins funded Manufacturing Technology bootcamp, payment to participants
Importance: High

FYI... Please use this attachment for the refunds. And, anything Lisa Stock has signed off on in this period.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>
Sent: Tuesday, June 29, 2021 4:34 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Ellis, Jonita <ellisjo@cod.edu>
Subject: FW: FY21 Perkins funded Manufacturing Technology bootcamp, payment to participants

Joyce,

The provost is away from the College until July 8. Please see attached email from Barb Groves indicating that he has delegated to Dr. Lisa Stock. We also have expense reimbursements for out of pocket expenses for this event. If we wait for his return, we will be missing the cut-off date for FY21. Please advise.

Thank you.

Monica

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Tuesday, June 29, 2021 4:26 PM
To: Miller, Monica <millermo@cod.edu>
Subject: RE: FY21 Perkins funded Manufacturing Technology bootcamp, payment to participants

Hi Monica,

After further reviewing with Eugene, we need Mark's approval in order to process these.

Can you please resend with this approval?

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>
Sent: Tuesday, June 29, 2021 1:59 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Ellis, Jonita <ellisjo@cod.edu>; Tumavich, James <tumavich@cod.edu>; Walsh, Jenifer <walshj103@cod.edu>; McFarland, Bridget <mcfarl@cod.edu>
Subject: FY21 Perkins funded Manufacturing Technology bootcamp, payment to participants

Hi Joyce,

Attached is the completed spreadsheet, along with one that has the approval signature on it. Please let us know if anything else is needed to complete this request.

Thank you.

Monica

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, June 23, 2021 9:31 AM
To: Miller, Monica <millermo@cod.edu>
Subject: RE: Question about payment process

Hi Monica,

You can provide all the information for the reimbursements on the attached spreadsheet. If you can get the total approved to pay, we can process the payments from the spreadsheet.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>
Sent: Wednesday, June 23, 2021 8:02 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: RE: Question about payment process

Good morning Joyce,

I hope you are doing well. I went back through the thread and want to confirm that we should use the attached to process the \$250 stipend for the high teachers participating in the Manufacturing Boot Camp this week. Please confirm, as we have them on campus and want to be sure we have everything we need from them. Is anything else beside the attached needed for each of the participants?

Thank you.

Monica

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Friday, May 21, 2021 1:48 PM
To: Miller, Monica <millermo@cod.edu>; Refakes, Eugene <refakese@cod.edu>
Cc: Baymon, Tiana <baymont@cod.edu>; Ellis, Jonita <ellisjo@cod.edu>
Subject: RE: Question about payment process

Great, that confirms what we needed.

Thanks Monica!

~Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>
Sent: Friday, May 21, 2021 1:39 PM
To: Refakes, Eugene <refakese@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Baymon, Tiana <baymont@cod.edu>; Ellis, Jonita <ellisjo@cod.edu>
Subject: RE: Question about payment process

Hi all,

Just to clarify: the Manufacturing boot camp has a maximum of 8 participants. We would not anticipate any further payment for this year, after the June event.

Monica

From: Refakes, Eugene <refakese@cod.edu>
Sent: Friday, May 21, 2021 1:14 PM
To: Miller, Monica <millermo@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Baymon, Tiana <baymont@cod.edu>; Ellis, Jonita <ellisjo@cod.edu>
Subject: RE: Question about payment process

Thanks Monica. We will maintain the list from this payout. If another one comes along we will let folks know when a recipient will be required to complete a W9 form.

Thanks,

Eugene Refakes

Manager, Financial Operations and Systems

Financial Affairs

College of DuPage

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

Disclosure Statement:

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From: Miller, Monica <millermo@cod.edu>

Sent: Friday, May 21, 2021 10:36 AM

To: Sekerka, Joyce <sekerkaj@cod.edu>

Cc: Refakes, Eugene <refakese@cod.edu>; Baymon, Tiana <baymont@cod.edu>; Ellis, Jonita <ellisjo@cod.edu>

Subject: RE: Question about payment process

Hi Joyce,

To clarify, the requested amounts under Perkins are for \$250 per high school instructor. I am uncertain where the \$600 amount comes into play. I have dropped Ben Ho from this thread and added Tiana and Jonita.

I can't answer for the rest of the College, as far as what is planned, I can only answer for those I know of, which is Manufacturing. If the deadlines are the issue, I don't think the College community has even had these dates shared with them yet. I only heard about them from another colleague. Maybe when the dates are shared, you will hear from others. This activity goes to the heart of parts of our annual plan – connecting with the high schools, so I would hope we would consider it to be worth the effort. Hopefully, we can find a way to provide this.

Thank you.

Monica

From: Sekerka, Joyce <sekerkaj@cod.edu>

Sent: Friday, May 21, 2021 10:19 AM

To: Miller, Monica <millermo@cod.edu>; Dietz, Teresa <norrist@cod.edu>; Ho, Ben <hob@cod.edu>

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

Subject: RE: Question about payment process

Hi Monica,

Is this the only boot camp for the year? This will be a considerable effort for A/P as well as Purchasing by this deadline. Due to tax guidelines, any payments \$600 and over must be reported at the end of the year and would require a W-9 from the individual. Please advise so we can determine how to move forward with this request.

Thanks,
Joyce

Joyce Sekerka

Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293
Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>
Sent: Thursday, May 20, 2021 12:16 PM
To: Dietz, Teresa <norrist@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>; Ho, Ben <hob@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: RE: Question about payment process

Same with the Manufacturing Technology boot camp.
Monica

From: Dietz, Teresa <norrist@cod.edu>
Sent: Thursday, May 20, 2021 12:15 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>; Miller, Monica <millermo@cod.edu>; Ho, Ben <hob@cod.edu>
Cc: Refakes, Eugene <refakese@cod.edu>
Subject: RE: Question about payment process

We are paying each teacher individually.

Teresa

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, May 20, 2021 12:12 PM
To: Miller, Monica <millermo@cod.edu>; Ho, Ben <hob@cod.edu>
Cc: Dietz, Teresa <norrist@cod.edu>; Refakes, Eugene <refakese@cod.edu>
Subject: RE: Question about payment process

Hi Monica,

I'm looping Eugene Refakes on this e-mail as since I am new to this process, I'm sure he will have much better insight on these than I do.

Are we paying each of the teacher's individually? Or, are we paying one vendor? We 1099 vendors that are paid \$600 and over during the fiscal year. So, since these are for \$300, they wouldn't be.

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu

From: Miller, Monica <millermo@cod.edu>
Sent: Thursday, May 20, 2021 12:03 PM
To: Ho, Ben <hob@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Dietz, Teresa <norrist@cod.edu>
Subject: RE: Question about payment process

Ben,

Thank you for the clarification. I do believe that Perkins must be paid this year. And, I would like to understand the process that needs to occur after the W-9s are collected.

Monica

From: Ho, Ben <hob@cod.edu>
Sent: Thursday, May 20, 2021 11:58 AM
To: Miller, Monica <millermo@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Dietz, Teresa <norrist@cod.edu>
Subject: RE: Question about payment process

Hello All,

I apologize for cutting in when the email is addressed to Joyce.

Monica, I have explained to the two project managers for GenCyber that the teacher stipends do not need to be processed in fy2021 as the GenCyber grants extends to FY2022 . In the past, the teacher participants were not paid until mid- September.

Thanks.

Ben

From: Miller, Monica <millermo@cod.edu>
Sent: Thursday, May 20, 2021 11:51 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Dietz, Teresa <norrist@cod.edu>; Ho, Ben <hob@cod.edu>
Subject: Question about payment process
Importance: High

Hi Joyce,

I hope you are doing well. I am reaching out to you as we have two grants – Gen Cyber and Perkins – that have funding to provide stipends to partner high school instructors for boot camps that will be taking place in June. Theresa Dietz has been involved in the Gen Cyber camp and, as I understand it, there are potentially 72 high school teachers who will each receive a \$300 stipend for participation. W-9s would be collected after Memorial Day and a check request will be processed to pay the instructors. (I believe this is how it was handled previously.) The check request has a vendor ID noted.

Likewise, Manufacturing Technology is holding a boot camp for high school instructors during the week of June 21. There are potentially 8 participants each receiving a \$250 stipend. I believe the same process described above would be used to process payment.

My question is what is the process that should occur after the W-9s are collected? Will we be impacted by the “vendor intake” process that will be closed to everyone after May 28 (see highlighted date below)? Or is there some other process of adding their information into Colleague to create payment for **FY21**? I am concerned about timing and am reaching out with the information I have to seek a resolution.

Thank you.

Monica

[attachment: message.eml]

From: "Groves, Barbara" <grovesb16@cod.edu>
"Brady, Thomas" <bradyt145@cod.edu>, "Cassidy, Joseph" <cassidyj1180@cod.edu>, "Cumpston, Jennifer" <cumpstonj@cod.edu>, "Curtis-Chavez, Mark" <curtis-chavezm@cod.edu>, "Deane, Jared" <deanej2116@cod.edu>, "Del Rosario, Diana" <delrosariod@cod.edu>, "Fay, Kristine" <faykris@cod.edu>, "Fishbone, Alexis" <fishbonea@cod.edu>, "Flores, Cesar" <flores@cod.edu>, "Grandinetti, Faon" <grandinettif@cod.edu>, "Groves, Barbara" <grovesb16@cod.edu>, "Gustis, Steven" <gustis@cod.edu>, "Ikezoe Heard, Nishia" <ikezoeheardn@cod.edu>, "Kaiser, Ryan" <kaiserr2964@cod.edu>, "Martinez, Diana" <martinezd59@cod.edu>, "Martins, Sandra" <martinss14@cod.edu>, "Matos, Nicole" <matosn@cod.edu>, "McClain, Tamara" <mcclaint57@cod.edu>, "McIntosh, Jennifer" <mcintoshj144@cod.edu>, "Montes, Nathania" <montes@cod.edu>, "Valadez, Roberto" <valadezr1448@cod.edu>, "Rudisill, Mark" <rudisill@cod.edu>, "Stock, Lisa" <stockl@cod.edu>, "Taylor, Gretchen" <taylorj187@cod.edu>, "Watson, Sonia" <watsons57@cod.edu>, "Bahr, Rebecca" <bahrr@cod.edu>, "Buhmann, Beth" <buhmannb@cod.edu>, "Bures, Tina" <buresk156@cod.edu>, "Burns, Paula" <burnsp@cod.edu>, "Cooke, Adeline" <cookea19@cod.edu>, "Costello, Adrianna" <costelloa146@cod.edu>, "Cruz, Anabel" <cruza251@cod.edu>, "Dinucci, Pamela" <dinuccip@cod.edu>, "Doguim, Melissa" <doguimm@cod.edu>, "Fanelli Munguia, Catherine" <munguiac@cod.edu>, "Flynn, Cynthia" <flynnnc294@cod.edu>, "Holmwood, Elizabeth" <holmwoode@cod.edu>, "McNab, Elena" <mcnabe@cod.edu>, "Miller, Monica" <millermo@cod.edu>, "Nagle, Lynda" <naglel@cod.edu>, "Ryan, Lauren" <ryanl196@cod.edu>, "Sall, Colleen" <sallc@cod.edu>, "Schwab, Patricia" <schwabp@cod.edu>, "Serrano, Vanesa" <serranov180@cod.edu>, "Smith, Beverly" <smithb244@cod.edu>, "Still, Kimberly" <stillk@cod.edu>, "Taylor, Julie" <taylorj410@cod.edu>, "Tenzinger, Marie L." <tenzing@cod.edu>, "Tijerina, Belinda" <tijerinab@cod.edu>, "Toohill, Kathleen" <toohillk@cod.edu>, "Walker, Cathie" <walkerm@cod.edu>, "Weiland, Laura" <weilandl281@cod.edu>
To:
Subject: Provost Off Campus - Monday, June 28 - Thursday, July 8
Date: Fri, 25 Jun 2021 20:37:06 +0000
Message-ID: <10eed4b8e0834b769f3f34b084a5ef23@cod.edu>

Hello,

Dr. Curtis-Chávez will be off-campus beginning Monday, June 28 thru Thursday, July 8. During this time, Dr. Lisa Stock has been delegated to conduct whatever business is required of the Provost (signatures, meetings, etc.)

Please continue to send all documents needing signatures to me.

Thank you,

Barb Groves

Assistant to the Provost

Office of the Provost

College of DuPage | 425 Fawell Blvd | BIC 3400 | Glen Ellyn, IL 60137

630-942-2005 (ph) | 630-942-3925 (fax)