

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1585854

Vendor Name: Mike Venezia

Invoice Number: VEB053019

Invoice Date: 06/15/21

PO Number:

Check Number: E0085523

Check Amount: \$ 2,000.00

Check Date: 07/07/2021

Department ID: script

Reviewer Name:

Voucher Number: V0689183

Redaction Type: None

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

Document Below

This form may be used to request check payments **only for those items for which the submission of a purchase order would not be appropriate.** Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 6/15/2021
Vendor ID: 1585854

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
VEN053019	05	60	11999	5309004	Performing Arts Services	\$ 2,000.00
Grand Total						\$ 2,000.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign

☒ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ **We**, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Mike Venezia
Payee Address: 462 Pennsylvania Ave #2N
Glen Ellyn IL 60137
Other Instructions:

Description on Check:

Payment 3 of 3 - Contract between COD and Mike Venezia, Services for Kahlo Children's Area

NOTE FOR MAC: 460 Artist Fee G20_KAHLOCHILD

Approvals:

Prepared By: Ellen McGowan
Signature: **APPROVED**
By Ellen McGowan at 11:35 am, Jun 17, 2021
Payment Due: 6/30/2021
Board Approved Date:
Approved By: Ellen McGowan
Signature: **APPROVED**
By Ellen McGowan at 11:36 am, Jun 17, 2021
Date:
Approved By: Cynthia Sims
Signature: *Cynthia Sims*
Date: June 28, 2021
Approved By Division VP:
Signature: Lisa Stock
Digitally signed by Lisa Stock
Date: 2021.06.29 11:46:32 -05'00'

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

Signed on behalf of Mark Curtis-Chavez

Processing a Check Request

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.


CONTRACT APPROVAL COVER SHEET

Contract Name: First Amendment to Contract between College of DuPage and Mike Venezia Inc

Requesting Department: The MAC Date Initiated: 05/14/20

Contact Name: Diana Martinez/Ellen McGowan Phone: 3007/3009

Email Address: martinezd59@cod.edu/mcgowan@cod.edu

Vendor Name: Mike Venezia Inc Phone: 

Vendor Contact: Mike Venezia Email: 

Total Contract: \$ 4000.00 Contract Dates: Start: 05/30/19

FY Budget \$ \$2000 FY20/\$2000 FY21 End: 09/07/21

Vendor 1: Name _____ Quote: \$ _____

Vendor 2: Name _____ Quote: \$ _____

Vendor 3: Name _____ Quote: \$ _____

Contract Purpose: With postponement of Frida Kahlo exhibition, deliverables schedule changed (lectures to be rescheduled to next summer) - payment schedule changed to align with new exhibition dates. Original contract attached.

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) 4 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
Sign

Requester: Ellen McGowan

Budget Mgr.: Ellen McGowan

Dept. Adm.: Diana Martinez May 14, 2020

APPROVED
By Ellen McGowan at 1:53 pm, May 14, 2020

APPROVED
By Ellen McGowan at 1:53 pm, May 14, 2020

Diana Martinez

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

Purchasing Dept. Use Only

Comments _____

Approval Initials _____

REVIEWED

By Lisa Erl at 4:43 pm, May 14, 2020

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.
- ☐ 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.

**FIRST AMENDMENT TO CONTRACT
BETWEEN
COLLEGE OF DUPAGE AND MIKE VENEZIA, INC**

This amendment dated the 12th day of May, 2020, will become part of the contract between College of DuPage and Mike Venezia, Inc. entered into on the 10th day of June, 2019. The parties agree to amend the Agreement by the following additions (indicated by underlining) and deletions (indicated by strikethroughs):

SERVICES: CONSULTANT shall perform the following services for the College of DuPage:

Creative services related to design of Frida Kahlo 2020 Children's Area, Including:

- a. Frida/Diego photo-op art (6x6')-Delivery date of 07 /15/19 COMPLETE
- b. Roll out community mural art (6x18') - Delivery date of 07 /15/19 COMPLETE
- c. Children's Area wall art (6 pieces) -Delivery date of 03/01/20 COMPLETE
- d. Coloring Pages/Free activity book (11x17", folded in half)- Delivery date of 04/01/20 COMPLETE
- e. Coloring Book- Delivery date of 04/01/20 COMPLETE
- f. 3 Children Book Talk Events - June, July, August ~~2020~~ 2021
- g. 1 Adult Book Talk Event-On mutually agreeable date between June-Aug ~~2020~~ 2021

TERM: The term of this agreement shall be 05/30/19 to ~~08/30/20~~ 09/07/21

REMUNERATION: A fee of \$12,000 for services shall be paid to Consultant

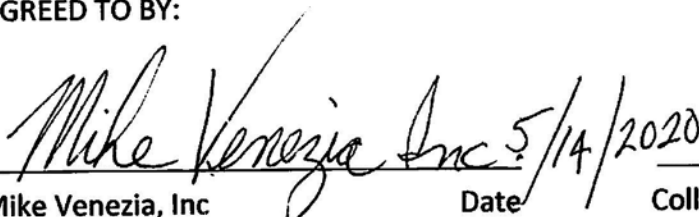

Deposit 1 of \$4,000.00 shall be paid ASAP COMPLETE

Deposit 2 of \$4,000.00 shall be paid on 12/01/2019 COMPLETE

Balance 3 of \$4,000.00 \$2,000.00 shall be paid on 06/01/2020

Balance of \$2,000.00 shall be paid on 06/1/2021

AGREED TO BY:

	5/14/2020		5.14.2020
Mike Venezia, Inc	Date	College of DuPage	Date

AGREEMENT
Between
COLLEGE OF DuPAGE
And
MIKE VENEZIA INC.

This Agreement is entered into this 10th day of JULY, 2019 between College of DuPage and Mike Venezia (~~Consultant~~) INC, HEREINAFTER CALLED CONSULTANT,

CONSULTANT
SERVICES: ~~Mike Venezia~~ shall perform the following services for the College of DuPage:

Creative services related to design of *Frida Kahlo 2020* Children's Area, including:

- a. Frida/Diego photo-op art (6x6') – Delivery date of 07/15/19
- b. Roll out community mural art (6x18') – Delivery date of 07/15/19
- c. Children's Area wall art (6 pieces) – Delivery date of 03/01/20
- d. Coloring Pages/Free activity book (11x17", fold in half) – Delivery date of 04/01/20
- e. Coloring Book – Delivery date of 04/01/20
- f. 3 Children Book Talk Events - June, July, August 2020
- g. 1 Adult Book Talk Event – On mutually agreeable date between June-Aug 2020

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 05/30/19 to 08/30/20.

REMUNERATION: A fee of \$12,000 for services shall be paid to CONSULTANT ~~Mike Venezia~~.
Deposit 1 of \$4,000.00 shall be paid ASAP
Deposit 2 of \$4,000.00 shall be paid on 12/01/2019
Balance of \$4,000.00 shall be paid on 06/01/2020

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>.

CONSULTANT
TAXES: ~~Mike Venezia~~ 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. CONSULTANT ~~Mike Venezia~~ is required to provide a completed IRS W-9 document in order to do business with the College.

CONSULTANT
LIAISON: While performing these services, it is understood that ~~Mike Venezia~~ will coordinate with Diana Martinez, Director – McAninch Arts Center, College of DuPage.

~~LIABILITY: Mike Venezia 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.~~

LIABILITY

~~CONSULTANT~~
Mike Venezia also represents and warrants that the services will not infringe any copyright, violate the rights of any person, or contain any other unlawful matter. ~~CONSULTANT~~ Mike Venezia 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 Mike Venezia's ~~CONSULTANT'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)

MV 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)

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Tue Jun 29 18:13:52 CDT 2021
To: invoicing@cod.edu
CC:
Subject: Check Req Venezia, Mike 2500.00

Isabel,
This is the payment that needed a PO, but we could not create one because of Mercury being down.
Please process as a check req.
Thank you.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137
P. 630-942-3009
F. 630-942-3002
mcgowan@cod.edu

[attachment: Venezia, Mike - Kahlo Kids' Area Services Check Req Payment 3 06-15-21.pdf]

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

Mike Venezia Inc.

Mike Venezia INC
Consultant

36-3126957
SS# OR FEIN

7/10/2019
Date

Ellen M Roberts

Chief Financial Officer

ELLEN ROBERTS
INTERIM VP, ADMINISTRATIVE AFFAIRS

8-6-19
Date

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

Mike Venezia
Mike Venezia

8-9-19
Date

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Wed Jun 30 14:39:38 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:

Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

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>
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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

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