

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051761

Vendor Name: Mrs Paula M. Cebula

Invoice Number: B0000315

Invoice Date: 08/04/21

PO Number: B0000315

Check Number: E0085838

Check Amount: \$ 7,500.00

Check Date: 08/04/2021

Department ID: 11701

Reviewer Name:

Voucher Number: V0693404

Redaction Type: None

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

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Wed Aug 04 08:19:02 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Manual Request Cebula, Paula Payment Form Jul-Aug, 2021 - please rush - Correction

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, August 4, 2021 7:55 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Manual Request Cebula, Paula Payment Form Jul-Aug, 2021 - please rush - Correction
Importance: High

Hi Marivic,

Another one just approved by Ellen Roberts, please process.

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: Humphrey, Vera <humphreyv@cod.edu>
Sent: Wednesday, August 4, 2021 7:53 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: McGowan, Ellen <mcgowan@cod.edu>
Subject: FW: Manual Request Cebula, Paula Payment Form Jul-Aug, 2021 - please rush - Correction
Importance: High

Hi Joyce,

Ellen has approved.

Thank you.

Vera Humphrey
Administrative Assistant to the
Vice President of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

05-60-117010-5309004
7500.00

Paula Cebula

Orchestra Manager, New Philharmonic Orchestra

BO# 0000315

July 1, 2021- June 30, 2022 (FY2022)

Payment Schedule

Contract Attached

AP VERIFIED

08/04/21 - MARIA ZERRUDO

DATE

AMOUNT

July 31, 2021 \$ 3,750.00

August 31, 2021 \$ 3,750.00

September 30, 2021 \$ 3,750.00

October 31, 2021 \$ 3,750.00

November 30, 2021 \$ 3,750.00

December 31, 2021 \$ 3,750.00

January 31, 2022 \$ 3,750.00

February 28, 2022 \$ 3,750.00

March 31, 2022 \$ 3,750.00

April 30, 2022 \$ 3,750.00

May 31, 2022 \$ 3,750.00

June 30, 2022 \$ 3,750.00

TOTAL \$ 45,000.00

APPROVED

By Ellen McGowan at 1:37 pm, Aug 02, 2021

APPROVED

By Ellen M. Roberts at 7:36 am, Aug 04, 2021

05-60-11701-5309004
491 Orchestra Mgr

05-60-117010-5309004
7500.00

Paula Cebula

Orchestra Manager, New Philharmonic Orchestra

BO# 0000315

July 1, 2021- June 30, 2022 (FY2022)
Payment Schedule

Contract Attached

| <u>DATE</u> | <u>AMOUNT</u> |
|--------------------|---------------------|
| July 31, 2021 | \$ 3,750.00 |
| August 31, 2021 | \$ 3,750.00 |
| September 30, 2021 | \$ 3,750.00 |
| October 31, 2021 | \$ 3,750.00 |
| November 30, 2021 | \$ 3,750.00 |
| December 31, 2021 | \$ 3,750.00 |
| January 31, 2022 | \$ 3,750.00 |
| February 28, 2022 | \$ 3,750.00 |
| March 31, 2022 | \$ 3,750.00 |
| April 30, 2022 | \$ 3,750.00 |
| May 31, 2022 | \$ 3,750.00 |
| June 30, 2022 | \$ 3,750.00 |
| TOTAL | \$ 45,000.00 |

APPROVED

By Ellen McGowan at 1:37 pm, Aug 02, 2021

05-60-11701-5309004
491 Orchestra Mgr

From: Roberts, Ellen <roberts@cod.edu>
Sent: Wednesday, August 4, 2021 7:37 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: FW: Manual Request Cebula, Paula Payment Form Jul-Aug, 2021 - please rush - Correction
Importance: High

Good morning, Vera –

Attached please find the approved payment form.

Thank you,

Ellen

Ellen M. Roberts
Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Wednesday, August 4, 2021 7:04 AM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Request Cebula, Paula Payment Form Jul-Aug, 2021 - please rush - Correction
Importance: High

Hi Ellen,
Hi Ellen,

Correction... The manual requests received from Ellen McGowan is for processing in this week's ACH run (not Check run).

Thank you.

From: Humphrey, Vera
Sent: Wednesday, August 4, 2021 6:51 AM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Request Cebula, Paula Payment Form Jul-Aug, 2021 - please rush
Importance: High

Hi Ellen,

For your approval for today's check run.

Thank you.

Vera Humphrey
Administrative Assistant to the
Vice President of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

From: Humphrey, Vera
Sent: Monday, August 2, 2021 2:27 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Request Cebula, Paula Payment Form Jul-Aug, 2021
Importance: High

Hi Ellen,

A manual check request for your approval.

Thank you.

Vera Humphrey
Administrative Assistant to the
Vice President of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Monday, August 2, 2021 2:21 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Cc: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: Manual Request Cebula, Paula Payment Form Jul-Aug, 2021
Importance: High

Hi Vera,
Please ask Ellen R to approve the attached payment for Paula Cebula's July/Aug Payroll.
Please send to Payables when signed for processing in this week's ACH run.
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: FE Paula Cebula Independent Contractor FY20-22 7.16.20.pdf]
[attachment: Board Approval FY21, FY22 Paula Cebula DLM.pdf]
[attachment: Cebula, Paula Payment Form Jul-Aug, 2021 7500.00 08-02-21.pdf]
[attachment: Cebula Paula Payment Form Jul-Aug 2021 7500.00 08-02-21.pdf]

CONTRACT APPROVAL COVER SHEET

Contract Name: Paula Cebula Independent Contractor Agreement FY2021, FY2022

Requesting Department: The MAC Date Initiated: 06/30/20

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

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

Vendor Name: Paula Cebula Phone: 630-244-6039

Vendor Contact: Paula Cebula Email: cebula@cod.edu

Total Contract: \$ 88,000 (\$43,000 FY 21, \$45,000 FY 22) Contract Dates: Start: 07/01/20

FY Budget \$ 43,000 FY 21, \$45,000 FY 22 (pending approval) End: 06/30/22

Vendor 1: Name Professions Service Exemption Form attached Quote: \$

Vendor 2: Name Quote: \$

Vendor 3: Name Quote: \$

Contract Purpose: Monthly payments for Paula Cebula, New Phil Orchestra Manager, for 2 year-contract FY 2020/21 and FY 2021/22 per attached contract and Board Approval.

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

Sign

Requester: Ellen McGowan

Budget Mgr.: Ellen McGowan

Dept. Adm.: Diana Martinez

APPROVED
By Ellen McGowan at 3:39 pm, Jul 09, 2020

APPROVED
By Ellen McGowan at 3:39 pm, Jul 09, 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 8:04 am, Jul 16, 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.

Professional Services Exemption Approval Form

| | | | | |
|---|--|-----------------|-------------------------|-------|
| Requester Name | Ellen McGowan | Date | 06/30/20 | |
| Phone | x3009 | Email | mcgowan@cod.edu | |
| Title | Business Manager | Department Name | The MAC/Performing Arts | |
| Divisional Administrator Signature | <i>Diana Martinez</i> | Date Signed | Jul 15, 2020 | |
| Vendor Name | Paula Cebula | Contact Name | Paula Cebula | |
| Address | 606 High Road | City | Glen Ellyn | ST IL |
| Phone Number | 630-244-6039 | Email | cebula@cod.edu | |
| Total Contract Amount | \$ 88,000 | | | |
| Type of Service | <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Architectural/Engineering <input checked="" type="checkbox"/> Artistic/Performer <input type="checkbox"/> Consulting <input type="checkbox"/> Environmental </div> <div> <input type="checkbox"/> Financial <input type="checkbox"/> Investigative <input type="checkbox"/> Legal <input type="checkbox"/> IT </div> </div> <p>Other _____</p> | | | |
| Scope of Work | Assist Orchestra Director in implementing Director's artistic vision for the organization and planning of concerts. Contract guest artists. Contract orchestra musicians with personnel manager. Budget development and work within budgetary constraints. Assist Marketing and Donor Relations Coordinator throughout season. | | | |
| Skills, Experience, Knowledge, Education Requirements | Paula has 12 years of experience in managing the New Phil professional orchestra. She continues to work closely with the Conductor and MAC Director to plan a diverse season. | | | |
| Professional and Business Judgment Requirements | Paula Cebula has been the New Phil Orchestra Manager since 2008. She has continued to support the New Phil program through exceptional season planning and assuring revenue goals are met each year. She does budget planning and adjusts accordingly to meet the bottom line. She also helps with fundraising. | | | |
| Price Reasonableness | Determined per budget and alignment with staff increases. | | | |

Procurement Services Use Only

☐ Approved

☐ Rejected

Diana Martinez

Ellen M. Roberts

7.22.2020

July 15, 2020

Procurement Services Manager Signature

Date

If this is for a service: Include this form with contract for approval and attach it, and approved contract, to your requisition.

If this is for goods: Attach this form to your requisition.

**Independent Contractor Agreement
between
College of DuPage and Paula Cebula**

This Agreement entered into here on June 30, 2020 by and between McAninch Arts Center at College of DuPage, 425 Fawell Boulevard, Glen Ellyn, IL 60137, a body corporate and politic and Paula Cebula, 606 High Road, Glen Ellyn, IL 60137.

Paula Cebula will provide services to College of DuPage as a consultant to New Philharmonic at the McAninch Arts Center. Her title shall be Orchestra Manager.

TERM

The term of her agreement shall be from July 1, 2020 through June 30, 2022 (two years).

PAYMENT

Payment to Paula Cebula:

\$43,000 year 1 - July 1, 2020 - June 30, 2021

\$45,000 year 2 - July 1, 2021 - June 30, 2022

Payments will be made on or before the last day of the month in 12 payments per the attached schedule.

SERVICES TO BE RENDERED

Services shall include all responsibilities related to Orchestra Manager of New Philharmonic.

- Assist Orchestra Director in implementing Director's artistic vision for the organization
- Contract guest artists
- Contract orchestra musicians with personnel manager
- Assist MAC Director in budget development and work within budgetary constraints
- Assist Marketing and Donor Relations Coordinator and MAC Director in fund development, donor stewardship and sponsor solicitation
- Assist Marketing and Donor Relations Coordinator with marketing and public relations
- Organize arts engagement and education activities with MAC Education and Engagement Coordinator
- Strive to maintain and grow audience and assure good welfare of the organization
- Provide direction to orchestra librarian and personnel manager (Official supervisory responsibilities will be assigned to COD employees)

A standard concert year shall include but not be limited to:

- classical concerts, pops concerts, Nutcracker series at the MAC, SchoolStage concerts, concert opera and concert salons, outreach and arts engagement events
- and all marketing, fundraising, and public relations events associated with the support of these concerts/ productions.

Any outside or additional New Philharmonic engagements shall be addressed separate from her agreement on a per event basis.

Final approval of concert season lies solely with the Director of the McAninch Arts Center.

RESTRICTIONS

During the term of her contract Paula Cebula may accept outside engagements that do not conflict with the interests of the New Philharmonic.

LIAISON

While performing the services outlined in her agreement it is understood that Paula Cebula will report to and work with the Director of the McAninch Arts Center.

**Independent Contractor Agreement
between
College of DuPage and Paula Cebula**

TAXES

Paula Cebula will be responsible for all state and federal taxes due related to income from the above services. No check will be presented without completion of a W-9 form.

INSURANCE

It is understood that Paula Cebula is self-employed and must carry at her own cost and expense any insurance coverage, such as, workers' compensation, medical, property, liability, and auto related to the above mentioned services. Certificate of Insurance must be provided to College of DuPage prior to service.

INDEMNIFICATION

Paula Cebula agrees to hold College of DuPage, its trustees, officers, directors, agents, successors, and assignees, harmless from any and all losses, damages, injuries, claims, demands, and expenses, including attorney's fees which may arise during the performance of her agreement.

TERMINATION/ RENEWAL

Her agreement may be terminated for cause by College of DuPage at any time, in the event that Paula Cebula does not fulfill the agreed upon responsibilities. Both parties shall work in good faith to resolve any concerns that arise during the course of her process. Review/ renewal of her agreement will commence in good faith by both parties in February 2018/19. Both parties understand and accept that renewal is dependent on the financial strength of the MAC.

COD and Mrs. Cebula may terminate this Agreement at any time, in whole or in part, with or without cause, upon written notice to the other party. In the event her Agreement is terminated for convenience, Ms. Cebula shall be compensated for work properly rendered through the date of termination, as can be documented to the reasonable satisfaction of COD. COD shall have no liability to Paula Cebula beyond the date of termination. In no event shall Ms. Cebula be compensated for anticipated profit or lost opportunity. Her agreement and attachment 1 (payment schedule) constitutes the entire understanding between the parties. In consideration hereof, all parties agree to the conditions set forth and above.

CERTIFICATION

All independent contractors 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 on 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.

**Independent Contractor Agreement
between
College of DuPage and Paula Cebula**

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

Paula Cebula
Paula Cebula, Orchestra Contractor

Date: 7/10/2020

Diana Martinez

Diana Martinez
Director, McAninch Arts Center

Date: Jul 15, 2020

Ellen M. Roberts

Ellen Roberts
Interim Vice President, Administrative Affairs, College of DuPage

Date: 7.22.2020

Paula Cebula

Orchestra Manager, New Philharmonic Orchestra

BO# _____

July 1, 2020- June 30, 2021 (FY2021)

Payment Schedule

Contract Attached

| <u>DATE</u> | <u>AMOUNT</u> |
|--------------------|---------------------|
| July 31, 2020 | \$ 3,580.00 |
| August 31, 2020 | \$ 3,580.00 |
| September 30, 2020 | \$ 3,580.00 |
| October 31, 2020 | \$ 3,580.00 |
| November 30, 2020 | \$ 3,580.00 |
| December 31, 2020 | \$ 3,580.00 |
| January 31, 2021 | \$ 3,580.00 |
| February 28, 2021 | \$ 3,580.00 |
| March 31, 2021 | \$ 3,590.00 |
| April 30, 2021 | \$ 3,590.00 |
| May 31, 2021 | \$ 3,590.00 |
| June 30, 2021 | \$ 3,590.00 |
| TOTAL | \$ 43,000.00 |

Paula Cebula

Orchestra Manager, New Philharmonic Orchestra

BO# _____

July 1, 2021- June 30, 2022 (FY2022)

Payment Schedule

Contract Attached

| <u>DATE</u> | <u>AMOUNT</u> |
|--------------------|---------------------|
| July 31, 2021 | \$ 3,750.00 |
| August 31, 2021 | \$ 3,750.00 |
| September 30, 2021 | \$ 3,750.00 |
| October 31, 2021 | \$ 3,750.00 |
| November 30, 2021 | \$ 3,750.00 |
| December 31, 2021 | \$ 3,750.00 |
| January 31, 2022 | \$ 3,750.00 |
| February 28, 2022 | \$ 3,750.00 |
| March 31, 2022 | \$ 3,750.00 |
| April 30, 2022 | \$ 3,750.00 |
| May 31, 2022 | \$ 3,750.00 |
| June 30, 2022 | \$ 3,750.00 |
| TOTAL | \$ 45,000.00 |

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Contract to engage an Orchestra Manager for the July 1, 2020 - June 30, 2022
McAninch Art Center (MAC) seasons

2. **REASON FOR CONSIDERATION**

A contract exceeding the statutory bid limit of \$25,000 must be approved by the Board of Trustees

3. **BACKGROUND INFORMATION**

Paula Cebula has served as the Orchestra Manager for the New Philharmonic since 2008. Ms. Cebula is a resident of District 502 and has a unique combination of expertise and experience in managing a professional orchestra. The MAC relies on the expertise of an outside contractor to provide orchestra management services, including:

- Assist Orchestra Director in implementing Director's artistic vision for the organization and planning of concerts
- Contract guest artists
- Contract orchestra musicians with personnel manager
- Budget development and work within budgetary constraints
- Assist Marketing and Donor Relations Coordinator and MAC Director in fund development, donor stewardship and sponsor solicitation
- Assist Marketing and Donor Relations Coordinator with marketing and public relations
- Organize arts engagement and education activities with MAC Education and Engagement Coordinator
- Maintain and grow audience and assure the good welfare of the organization
- Provide direction to orchestra librarian and personnel manager
- Schedule auditions, rehearsals and performances
- Serve as the liaison between the MAC staff and the orchestra for technical, marketing, press, scheduling, programs and outreach coordination.

This expenditure supports the following goals and objectives of the College's Strategic Long Range Plan:

- Goal #2 Value-Added Education: Going beyond the standard expectations and providing something more to the students and communities we serve.

- Strategic Objective 2.7: Expand efforts to attract and provide resources to assist nontraditional students to enroll in credit courses, especially those in the 55-plus age group.
- Goal #5 Relationships: Cooperating and collaborating with all stakeholders in order to advance mutual interests.
 - Strategic Objective 5.3: Identify and implement optimal methods of communicating with and engaging all College stakeholders (e.g., alumni, business leaders, elected officials).
 - Strategic Objective 5.4: Utilize internal resources to develop a new College of DuPage brand and implement a communications plan that considers the preferences and needs of students and other internal and external stakeholders.
 - Strategic Objective 5.6: Identify, assess and enhance College of DuPage's community outreach activities, with a focus on the visual and performing arts.
 - Strategic Objective 5.7 Support collaboration, creation and learning by promoting and providing College of DuPage resources to all District 502 residents in DuPage, Will and Cook Counties.

Budget Status

| GL Account | FY2020 | FY2021-Proposed | | |
|---|------------|-----------------|------------------------------------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 05-60-11701-5309004 | \$ 155,697 | \$ 245,235 | \$ - | \$ 245,235 |
| <i>AUX New Philharmonic/DOT: Performing Arts Services</i> | | | | |
| | | | FY2021 Request | \$ 43,000 |
| | | | Future Commitments (FY2022) | \$ 45,000 |
| | | | Total Request | \$ 88,000 |

**FY2021 Budget not yet adopted. YTD Spend as of 03/31/2020.*

This contract complies with State Statute, Board Policy, and Administrative Procedures. The services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1 (a).

4. RECOMMENDATION

That the Board of Trustees approves a two-year (FY21 and FY22) contract for orchestra management consulting services for Paula Cebula, 606 High Road, Glen Ellyn, IL 60137, for a total expenditure not to exceed \$88,000.00.


Staff Contact: Diana Martinez, Director. McAninch Arts Center

SIGNATURE PAGE FOR


Contract to Engage an Orchestra Manager for the July 1, 2020 - June 30, 2022
McAninch Art Center (MAC) Seasons

ITEM(S) ON REQUEST

That the Board of Trustees approves a two-year (FY21 and FY22) contract for orchestra management consulting services for Paula Cebula, 606 High Road, Glen Ellyn, IL 60137, for a total expenditure not to exceed \$88,000.00.



BOARD CHAIR 6/25/20
DATE



BOARD SECRETARY 6/25/20
DATE

**COLLEGE OF DuPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Contract to engage an Orchestra Manager for the July 1, 2020 - June 30, 2022
McAninch Art Center (MAC) seasons

2. **REASON FOR CONSIDERATION**

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- Provide direction to orchestra librarian and personnel manager
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|---|------------|-----------------|------------------------------------|-------------------|
| | YTD Spend | Annual Budget | YTD Spend | Available Balance |
| 05-60-11701-5309004 | \$ 155,697 | \$ 245,235 | \$ - | \$ 245,235 |
| <i>AUX New Philharmonic/DOT: Performing Arts Services</i> | | | | |
| | | | FY2021 Request | \$ 43,000 |
| | | | Future Commitments (FY2022) | \$ 45,000 |
| | | | Total Request | \$ 88,000 |

**FY2021 Budget not yet adopted. YTD Spend as of 03/31/2020.*

This contract complies with State Statute, Board Policy, and Administrative Procedures. The services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part is exempt from bidding under Illinois Public Community College Act, 110 ILCS 805/3-27.1 (a).

4. RECOMMENDATION

That the Board of Trustees approves a two-year (FY21 and FY22) contract for orchestra management consulting services for Paula Cebula, 606 High Road, Glen Ellyn, IL 60137, for a total expenditure not to exceed \$88,000.00.


Staff Contact: Diana Martinez, Director. McAninch Arts Center

SIGNATURE PAGE FOR


Contract to Engage an Orchestra Manager for the July 1, 2020 - June 30, 2022
McAninch Art Center (MAC) Seasons

ITEM(S) ON REQUEST

That the Board of Trustees approves a two-year (FY21 and FY22) contract for orchestra management consulting services for Paula Cebula, 606 High Road, Glen Ellyn, IL 60137, for a total expenditure not to exceed \$88,000.00.



BOARD CHAIR 6/25/20
DATE



BOARD SECRETARY 6/25/20
DATE