

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 0051766

Vendor Name: Ms Karen Dickelman

Invoice Number: B0000314

Invoice Date: 08/04/21

PO Number: B0000314

Check Number: E0085839

Check Amount: \$ 2,200.00

Check Date: 08/04/2021

Department ID: 11701

Reviewer Name:

Voucher Number: V0693401

Redaction Type: Other

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

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Wed Aug 04 07:57:21 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Manual Request Dickelman, Karen Payment Form Jul-Aug, 2021 - Please Rush

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, August 4, 2021 7:55 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Manual Request Dickelman, Karen Payment Form Jul-Aug, 2021 - Please Rush
Importance: High

Hi Marivic,

Please process the attached.

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 7:52 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: McGowan, Ellen <mcgowan@cod.edu>
Subject: FW: Manual Request Dickelman, Karen Payment Form Jul-Aug, 2021 - Please Rush
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

BO# 0000314

05-60-11701-5309004

2200.00

Karen Dickelman

Personnel Manager/Orchestra Musician, New Philharmonic Orchestra

FY2021-2022

Payment Schedule

5-6 Concert Schedule

AP VERIFIED

Contract Attached

08/04/21 - MARIA ZERRUDO

DATE

Personnel Mgr

Tentative

Total Max

Musician Max

July 31, 2021	\$ 1,100.00	\$ 000.00	\$ 1,100.00
August 31, 2021	\$ 1,100.00	\$ 000.00	\$ 1,100.00
September 30, 2021	\$ 1,100.00	\$ 000.00	\$ 1,100.00
October 31, 2021	\$ 1,100.00	\$ 500.00	\$ 1,600.00
November 30, 2021	\$ 1,100.00	\$ 000.00	\$ 1,100.00
December 31, 2021	\$ 1,100.00	\$ 500.00	\$ 1,600.00
January 31, 2022	\$ 1,100.00	\$ 1,000.00	\$ 2,100.00
February 28, 2022	\$ 1,100.00	\$ 500.00	\$ 1,600.00
March 31, 2022	\$ 1,100.00	\$ 000.00	\$ 1,100.00
April 30, 2022	\$ 1,100.00	\$ 500.00	\$ 1,600.00
May 31, 2022	\$ 1,100.00	\$ 500.00	\$ 1,600.00
June 30, 2022	\$ 1,100.00	\$ 000.00	\$ 1,100.00
TOTAL	\$ 13,200.00	\$ 3,500.00	\$ 16,700.00

05-60-11701-5309004
495 Personnel Mge

APPROVED

By Ellen McGowan at 1:58 pm, Aug 02, 2021

BO# 0000314

APPROVED

By Ellen M. Roberts at 7:37 am, Aug 04, 2021

05-60-11701-5309004**2200.00****Karen Dickelman****Personnel Manager/Orchestra Musician, New Philharmonic Orchestra****FY2021-2022****Payment Schedule****5-6 Concert Schedule****Contract Attached**

<u>DATE</u>	<u>Personnel Mgr</u>	<u>Tentative Musician Max</u>	<u>Total Max</u>
July 31, 2021	\$ 1,100.00	\$ 000.00	\$ 1,100.00
August 31, 2021	\$ 1,100.00	\$ 000.00	\$ 1,100.00
September 30, 2021	\$ 1,100.00	\$ 000.00	\$ 1,100.00
October 31, 2021	\$ 1,100.00	\$ 500.00	\$ 1,600.00
November 30, 2021	\$ 1,100.00	\$ 000.00	\$ 1,100.00
December 31, 2021	\$ 1,100.00	\$ 500.00	\$ 1,600.00
January 31, 2022	\$ 1,100.00	\$ 1,000.00	\$ 2,100.00
February 28, 2022	\$ 1,100.00	\$ 500.00	\$ 1,600.00
March 31, 2022	\$ 1,100.00	\$ 000.00	\$ 1,100.00
April 30, 2022	\$ 1,100.00	\$ 500.00	\$ 1,600.00
May 31, 2022	\$ 1,100.00	\$ 500.00	\$ 1,600.00
June 30, 2022	\$ 1,100.00	\$ 000.00	\$ 1,100.00
TOTAL	\$ 13,200.00	\$ 3,500.00	\$ 16,700.00

05-60-11701-5309004
495 Personnel Mge

APPROVED

By Ellen McGowan at 1:58 pm, Aug 02, 2021

From: Roberts, Ellen <roberts@cod.edu>
Sent: Wednesday, August 4, 2021 7:39 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: FW: Manual Request Dickelman, Karen Payment Form Jul-Aug, 2021 - Please Rush
Importance: High

Vera,

Attached please find the signed 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 6:50 AM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Request Dickelman, Karen 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 2:28 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Request Dickelman, Karen 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 Dickelman, Karen Payment Form Jul-Aug, 2021
Importance: High

Hi Vera,
Please ask Ellen R to approve the attached payment for Karen Dickelman'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: Dickelman Contract 2021-22 Signed FE.pdf]
[attachment: Dickelman Contract Approval Routing Form.pdf]
[attachment: Dickelman, Karen Payment Form Jul-Aug 2021 2200.00 08-02-21.pdf]
[attachment: Dickelman Karen Payment Form Jul-Aug 2021 2200.00 08-02-21.pdf]

INDEPENDENT CONTRACTOR AGREEMENT
Between
COLLEGE OF DuPAGE
and
Karen Dickelman

Agreement # DIC202122

This agreement is entered into this 18th day of June, 2021, by and between College of DuPage and Karen Dickelman.

SERVICES: **Karen Dickelman** shall perform the following services for the College of DuPage:

Personnel Manager for New Philharmonic Orchestra

1. Hire musicians for all New Philharmonic rehearsals and performances.
2. Work with the Orchestra Manager and Music Director to prepare the orchestra personnel budget.
3. Maintain an accurate database of personnel information by instrument.
4. Take attendance and prepare payroll information for musicians for all rehearsals and concerts.
5. Provide a personnel list for the programs.
6. Principal contact person for musician availability changes.
7. Provide season schedule and availability letter to all orchestra musicians to determine staffing.
8. Prepare musician cost estimates for special productions.
9. Coordinate all auditions as needed.
10. Timekeeper and executor of union rules for musicians at all rehearsals and performances.
11. Perform as Musician for each concert as needed.
12. Prepare master bowings per concert as needed.

WORK PRODUCT:

This is a "work for hire" agreement. All rights to materials produced or products from services rendered are property of College of DuPage in perpetuity.

All documents, including reports and all other work products, produced by Contractor under this Agreement shall become and remain the property of College of DuPage. The Contractor 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 **July 1, 2021, to June 30, 2022.**

REMUNERATION:

A rate of \$2,200 per New Phil and/or Touring concert for Personnel Manager services (based on 5-6 concerts, annual total not to exceed \$13,200.00) plus Orchestra Musician services per concert at a rate of \$88 per performance and \$70 per rehearsal (annual total not to exceed \$4,000.00) shall be paid monthly according to the attached schedule on the next college scheduled payment date after each concert. The total annual amount of this contract shall **not exceed \$17,200.00.**

TAXES:

Karen Dickelman shall be responsible for any and all state, local and federal taxes due related to income from the above services.

LIAISON:

While performing these services, it is understood that **Karen Dickelman** shall coordinate with **Kirk Muspratt**.

INSURANCE:

It is understood that **Karen Dickelman** is self-employed and must carry, at his/her own expense any insurance coverage; such as, worker's compensation, medical, property, liability, and auto, related to the above mentioned services.

LIABILITY:

Karen Dickelman 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 attorneys' fees, which may arise during the performance of this agreement.

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

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.

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


Contractor

6-23-21
Date

TERMINATION: This agreement may be terminated by College of DuPage, at any time based upon any unsatisfactory performance by **Karen Dickelman**.

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

Independent Contractor:

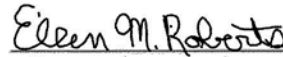


Karen Dickelman

On File
SS# OR FEIN

6-23-21
Date

College of DuPage:



Ellen Roberts
Vice President, Administrative Affairs

7.15.2021
Date

CONTRACT APPROVAL ROUTING FORM

Contract Name	Karen Dickelman Independent Contractor Agreement FY2022	Date Initiated	06/28/2021
Requester Name	Diana Martinez/Ellen McGowan	Requester Phone	3007/3009
Requester Email Address	martinezd59@cod.edu/mcgowan@cod.edu	Requesting Department	MAC
Vendor Company Name	Karen Dickelman	Vendor Contact Phone	630-369-8088
Vendor Contact Name	Karen Dickelman	Vendor Contact Email Address	grueler@aol.com
Total Contact Value	\$ 17,200	Contract Start Date	July 1, 2021
FY Budget	\$ 17,200	Contract End Date	June 30, 2022
Vendor 1 Name		Quote	\$
Vendor 2 Name		Quote	\$
Vendor 3 Name		Quote	\$
Contract Purpose	Monthly payments for Karen Dickelman, New Philharmonic Personnel Manager and Musician FY22 per attached contract.		

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 & Date

Requester: Ellen McGowan
 Budget Manager: Ellen McGowan
 Dept. Administrator: Diana Martinez

Ellen McGowan Digitally signed by Ellen McGowan
Date: 2021.06.29 17:56:35 -05'00'
 Ellen McGowan Digitally signed by Ellen McGowan
Date: 2021.06.29 17:56:46 -05'00'
 Diana Martinez Digitally signed by Diana Martinez
Date: 2021.06.30 22:48:29 -05'00'

Submit with contract to contracts@cod.edu when completed

Contract Reviewer Comments

Comments:

REVIEWED

By Lisa Erl at 9:15 am, Jul 14, 2021

CONTRACT REVIEW AND APPROVAL COVER SHEET FORM

INSTRUCTIONS

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administrative Affairs. This form must be completed in full and submitted with all contracts that require a signature at least three (3) weeks prior to the contract start date.

Submit the contract, along with this form and all required support documents as outlined below, to contracts@cod.edu where all documentation will be reviewed, and, if appropriate, will be forwarded to the Vice President, Administrative Affairs for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation (Select only one):

- ☐ 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 attached.
 - ☒ 3. Contract value between \$15,000 and \$24,999: Minimum of three (3) written quotes must be attached.
 - ☐ 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. Contract submitted as exemption from quote/bid/RFP (i.e. sole source, professional services): Signed Exemption from quote/bid/RFP Approval Request form and letter from the vendor confirming they are the only source of the product/service (where applicable).
- *If vendor will be providing a service on campus, a Certificate of Liability Insurance listing the College as an additional insured and the certificate holder, accompanied by an endorsement page, is required. For additional information contact Risk Management.*
- *If computer equipment and/or software is being procured, a completed Computer Equipment/Software form (IT Review Form) must be included.*

Upon signature by the Vice President, Administrative Affairs, the original contract will be returned to the requester and a copy will be sent to the Procurement Department at 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) and forward a copy of the fully executed contract to Procurement at purchasingforms@cod.edu for inclusion in the College's contract database.

This approval form, and supporting documents, must be submitted at least three (3) weeks prior to the contract start date.

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.