

A large, light blue, stylized graphic in the background. It depicts a hand with fingers slightly curled, holding a globe. The globe is represented by a circular shape with a spiral pattern inside, suggesting a globe or a planet. The overall style is soft and illustrative.

LEADERSHIP ACADEMY FELLOWS – INTERIM WEBINAR

JUNE 28, 2018 | 3:00 – 4:30 EASTERN



Agenda

- 3:00 Round Robin Check-ins - **please be prepared to show your video camera during introductions**
- 3:20 Operations and Logistics –
 - Travel Reimbursement
- 3:30 Problem of Practice
- 4:00 Preparations and Expectations for August - Readings and additional homework
- 4:15 Q & A



Round Robin - Check-in

PLEASE SHARE YOUR WEBCAM AND TELL US A LITTLE
ABOUT WHAT YOU'VE BEEN REFLECTING ON OR THINKING
ABOUT SINCE OUR AUSTIN MEETING



THE CHALLENGES WE FACE

Technical
Challenges

EASY



HARD

Adaptive
Challenges



Good management is in the soul of good leadership

W-9
Form (Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) _____
Requester's name and address (optional) _____

6 City, state, and ZIP code _____

7 List account number(s) here (optional) _____

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a

Social security number
____ - ____ - ____

RIAS
Rutgers Integrated Administrative System
Procurement by Application

Supplier Request Form New/Change

Directions: The Supplier Request Form must be completed by the department and must be accompanied by either an IRS W-9 form, Rutgers Substitute W-9 form or W-8BEN (for Foreign Entities) signed and completed by the supplier. Incomplete and unsigned forms will be returned and a payment hold will be placed on the supplier. Please allow up to 72 hours for new suppliers to be created. Departments should check to see if the supplier is in RIAS by visiting RU Internet Procurement and selecting "Supplier & Address Information". Departments procuring goods and/or services are encouraged to visit the purchasing website at <http://purchasing.rutgers.edu/> to see if a supplier is already in place for their purchase.

NOTE: RU employees cannot receive compensation payment through RIAS. Please contact payroll services.
RU students receiving student aid (\$4400, \$4500, etc) must be processed through Financial Aid Dept.
RU student employees receiving an award payment (\$3400) must be processed through Payroll.

Section A. Type of Request (select one): a. <input type="checkbox"/> New Supplier Request b. <input type="checkbox"/> Change Request (check all that apply) <input type="checkbox"/> Add address/information for an existing supplier <input type="checkbox"/> Change address/information for an existing supplier <input type="checkbox"/> Update Supplier Name from: _____ <input type="checkbox"/> Other (please explain) _____	Section B. Department Contact Information Name of Person Submitting Request: Louise Hornecker Telephone Number/ Email Address: 848-932-4360 / lhornecker@ruier.org Date Request: _____
Section C. Supplier Information Supplier Name (company) if individual- (Last, First, Middle initial) _____ Supplier Address (Purchase Order/Check address): _____ _____ _____ Province/Country _____ Telephone Number / Fax Number _____ _____ Contact Name / Phone Number _____	Section D. Type of Purchase/Payment (Check all that apply): a. Any boxes checked below - send forms to Purchasing at procure@rci.rutgers.edu or fax to 732-445-3306. <input type="checkbox"/> Product <input type="checkbox"/> Services by Corporation, Partnership, Government Agency, Corporate LLC and Partnership LLC, (including foreign) Provide detailed description of product or service being provided: _____ _____



Expense Reimbursement

At each meeting you will receive an expense form from us. Allowable expenses include:

- Ground transportation (original receipts) and mileage to/from airport and home (for ex is .545)
- Hotel, taxes, fees
- Meals not provided at the meeting w/original receipts – in Austin this included TUE dinner and WED breakfast
 - Rutgers will only reimburse individual, not dept or agency
 - Itemized receipts, not shared and alcohol will be excluded



RE: the \$52 dinner

- Update on the May reimbursement - suggested solution
 - EDC will submit a reimbursement check request for the May amount based on a per diem payment (first and last day meal travel for exactly \$52)
 - We (EDC) will also need your W9



PROBLEM OF PRACTICE

- Jacquie will share a problem and any key contextual background – 5 minutes
- You all will ask clarifying and probing questions – 5 minutes
- You all discuss/provide feedback on possible strategies – 15 minutes
- Jacquie reflects on the questions/feedback -5 minutes



A large, light blue, stylized graphic in the background. It consists of a circle being held by a hand, with the hand's fingers and palm visible. The graphic is semi-transparent and serves as a background for the text.

Preparations and Expectations for August



HOTEL INFORMATION

**GEORGETOWN
SUITES**

*A hotel that acts
like something better*

GET 5% BACK

☎ 202-695-1488

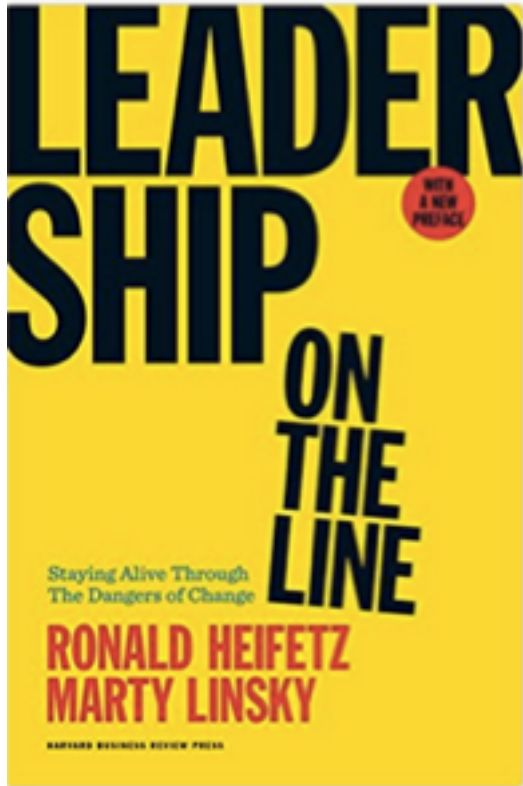
reservations@georgetownSuites.com

HOME THE SUITES ▼ AMENITIES GROUPS & MEETINGS ▼ NEIGHBORHOOD ▼ SPECIALS PHOTO GALLERY GETTING HERE CONTACT





Reading, Expectations and homework😊



FOR AUGUST –

- Review the Intro + Chapters 1 & 2
- Read Chapters 3, 4 & 5
- Write all over your books
- Journal in your journals (or in the margins of your books.)



Weekly reminders and additions

- 6 weeks - Leadership on the Line
- 6 weeks – Phone Session with your coaches
– focused on your job-embedded projects
- 4 weeks out - additional readings per week
- 3 weeks out – Self-assessments
- 2 weeks out – Data slide preparation

The Website is Your Friend

[HTTP://CEELO.ORG/2018-19-LEADERSHIP-ACADEMY-COHORT-4-2/](http://CEELO.ORG/2018-19-LEADERSHIP-ACADEMY-COHORT-4-2/)



Q & A