

A large, light blue, stylized graphic of a hand holding a globe is positioned in the background. The hand is open, with fingers slightly curled, and the globe is held in the palm. The graphic is semi-transparent and serves as a backdrop for the text.

LEADERSHIP ACADEMY FELLOWS ORIENTATION

MARCH 14, 2019 | 3:00 – 4:30 EASTERN



A word about the LA Agenda

Time	Lead	Topic	Desired Result	Follow up – Action item
3:00	Welcome- Tracy and All	Introductions	Provide opportunity for fellows to introduce and meet one another, faculty and coaches.	
3:20	Tracy	Logistics and Operations for the Academy	Inform fellows of requirements of the Academy, logistics, of the meeting, and processes for reimbursement.	
3:30	Jana and Coaches	Coaching Matching Process	Discuss the procedure for matching fellows to coaches.	
3:50	Jana & Tracy	Readings, Homework, and Expectations for the Meetings	Assign reading & homework and set expectations for the upcoming meeting.	
4:00	Close-out & Discussion Lori	Q & A	Introduce Lori who will discuss RoundTable opportunities for the fellows and hopes of the upcoming academy.	
4:30	ADJOURN			



Agenda

- 3:00 Introductions - **please be prepared to show your video camera during introductions**
- 3:20 Operations and Logistics –
 - Travel Reimbursement, Hotel Information, Website Tour
- 3:30 Coach Matching Process
- 3:50 Readings and Expectations, Homework
- 4:00 Q & A



INTRODUCTIONS

PLEASE SHARE YOUR WEBCAM AND TELL US A LITTLE
ABOUT YOURSELF

A large, light blue, stylized graphic in the background. It consists of a thick, curved line that starts from the bottom left, curves upwards and to the right, then loops back to form a large circle. The overall shape resembles a hand holding a circle or a protective embrace.

Operations and Logistics



Good management is in the soul of good leadership

Form W-9
(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, etc.)

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 backup withholding code (if any): _____
(Applies to accounts established outside the U.S.)

5 Address (number, street, and apt. or suite no.) _____
Requester's name _____
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. For a sole proprietor or single-member LLC, 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 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see [how to get a number](#).

Social security number _____

Directions: The Supplier Request Form must be completed by the department and must be accompanied by either an IRS W-9 form, Rutgers Supplier W-9 form or W-9EN (for Foreign Entities) signed and completed by the supplier. Incomplete and unsigned forms will be returned and a payment cannot 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 providing 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 (84400, 84500, etc) must be processed through Financial Aid Dept. RU student employees receiving an award payment (33400) must be processed through Payroll.

Supplier Request Form
New/Change

Section A. Type of Request (select one):
a. ☐ New Supplier Request
b. ☐ Change Request (check all that apply)
☐ Add address/information for an existing supplier
☐ Change address/information for an existing supplier
☐ Update Supplier Name from: _____
☐ Other (please explain) _____

Section B. Department Contact Information
Name of Person Submitting Request: _____
Louise Hornecker
Telephone Number/ Email Address: _____
848-932-4350 / lhornecker@nieer.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.
☐ Product
☐ Services by Corporation, Partnership, Government Agency, Corporate LLC and Partnership LLC, (including foreign)
Provide detailed description of product or service being provided: _____



Expense Reimbursement

Allowable Expenses Include:

- **Hotel**: Up to 3 nights hotel will be booked for you by CEELO Staff at Georgetown Suites. Hotel will be paid for you at the time of arrival and reimbursed by NIEER. Additional nights must be approved by Lori Connors-Tadros with justification and reimbursement must include Lori's approval email
- **Bus/Rail Fares**: Reimbursement for coach class of service on commercial bus and rail travel will be the reasonable actual cost.
- **Ground transportation**. Reimbursement may be requested for ground transportation from the traveler's home, or from their work site to the airport, bus, or train station; and from the DC meeting to the DC airport and home, with itemized receipt showing the addresses. Parking at the airport will also be reimbursed, with an itemized receipt. Mileage is reimbursed at .58/mile.
- **Meals** not including alcohol, with **an original itemized receipt**, for meals that are not provided during the meeting. If you share a meal or receipt please indicate who else participated in the meal.
- **Miscellaneous**- baggage fees, parking at the airport/train, see below for additional information. We do not pay for movies, internet, etc. Please see below for Rutgers travel guidance.



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



<http://ceelo.org/2019-leadership-academy-cohort-5/>



THE COACH MATCHING PROCESS

The Website is Your Friend

[HTTP://CEELO.ORG/2019-LEADERSHIP-ACADEMY-COHORT-5/](http://CEELO.ORG/2019-LEADERSHIP-ACADEMY-COHORT-5/)

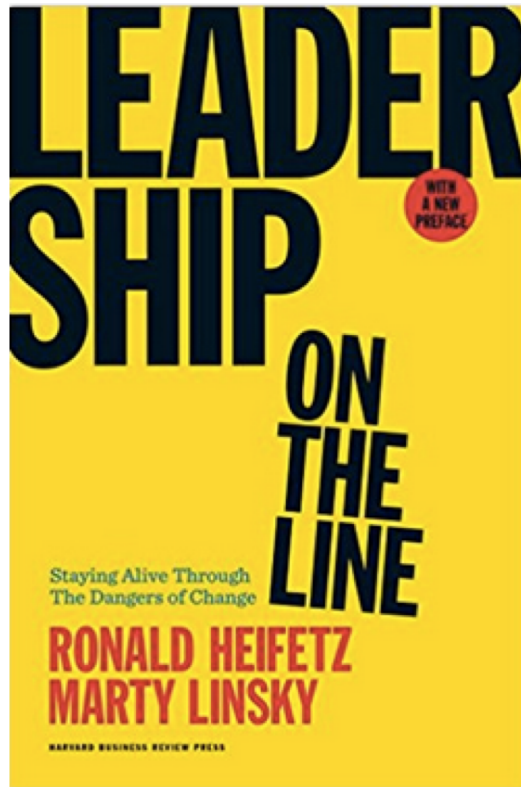


A word about the LA core competencies

- Seeing **Self** as an **instrument of change**
- Mastering the skills of “**adaptive leadership**”
- Being **results-based** and **data-driven**
- Becoming **systems thinkers**
- Becoming powerful **communicators** and **collaborators**
- **Identifying** and **acting on disparities**



Reading, Expectations and homework😊





DATES TO REMEMBER

- March 22 – W9 and Supplier Forms due
- Consider the coach matching process and if you have preferences please pass them on to jmartella@edc.org or ltadros@nieer.org
- April 2-4 – Blast off!



Q & A