Professional Development Fund Final Report Certification

- Our signatures below indicate that we and those involved in the planning group and project referenced above certify that this Final Report, including all attached documentation is accurate.

- Our project had a direct professional development impact on UH Hilo faculty and/or staff.

- We understand that information regarding any and all parts of our project may be posted on the Chancellor's Professional Development website.

Elenita Hopkins - DSA
Print Recipient Name & Department

Elenita
c Hopkins
Signature
Date

Luoluo Hong
University of Hawai'i at Hilo
Vice Chancellor for Student Affairs

Luoluo Hong 5/17/13
Print Approving Authority Name*  
Signature  
Date

*The approving authority is the individual with fiscal responsibility over the account to which the Professional Development Funds were allocated to.
Recipient Name(s) Elenita Hopkins-Division of Student Affairs Professional Development Committee

Event Name New Employee Orientation & DVD Workshop

Compare your application with your completed project. Use additional space as necessary.

1. Describe when your project took place. Did it take place as scheduled in your application? If not, what happened and why?

The New Employee Orientation took place as scheduled on February 1, 2013.

Although the materials were purchased for “The Happiness Advantage” DVD workshop, we were not able to offer it this Spring due to scheduling conflict. We are tentatively planning on offering the workshop in September 2013.

2. Describe where your project took place. Is this the same location you identified in your application? If not, what happened and why?

The New Employee Orientation took place in Campus Center 301 as planned.

“The Happiness Advantage” workshop has not yet occurred for reasons stated above.

3. What categories best describe your project as implemented? Check all that apply:

Speaker___ Training___X___ Workshop___X___
Technology___ Audio Conference___ Webinar___

4. Provide a brief summary of what you did.

The Committee invited all new Department of Student Affairs employees who had been hired since January 1, 2012 to participate in an orientation to the department. After an introduction by Vice Chancellor Hong and an introduction of the new employees, Human Resources gave a short presentation. Then the cluster leaders from DSA gave short presentations about their divisions. Each presenter was allotted 10-15 minutes for his or her presentations. The event was casual and allowed the attendees to ask questions and understand the role of each component of the Department. Following the presentation there was a time for questions and individual conversations.

5. Did you meet the objectives for this event as proposed in the application? Explain.
The New Employee Orientation Training, held February 1, was a successful event. It provided new employees with information that they need to consider as an employee at UH Hilo. Additionally, it provided knowledge about their new working environment which was presented by many leaders within the Division of Student Affairs (DSA). Each participant was given printed information discussed in the orientation. Vital information regarding Human Resources information was addressed. The DSA New Employee Handbook was developed for the first DSA New Employee Orientation Training and distributed to the new 2012-2013 employees. An online version of the New Employee Handbook will be placed on the UH Hilo Division of Student Affairs website soon.

Evaluation feedback: Stated that the session was very informative about all the departments, campus and it provided a lot of great information.

Vice Chancellor Luoluo Hong welcomed the new employees and shared with them the DSA vision, mission and its role in higher while providing a clear insight into expectations of DSA employees. She opened her heart to all in attendance. The event was successful due to the Vice Chancellor’s personal welcome and a variety of important information shared. Meeting many DSA Cluster and department leaders, face-to-face, was advantageous. Leaders were selected within the university and the DSA as those who would provide the most important information required by new employees as well as providing a better understanding about the departments that make up the DSA.

6. Describe how your project addressed the UH Hilo Strategic Plan.

Our project was designed to meet goal #6 of the UH Hilo Strategic Plan which “seeks to facilitate organizational excellence through continuous innovation, responsible resource development and effective communication by ensuring that our employees experience a collegial and enjoyable working environment that is exemplified by effective communication, clear processes and procedures”.

7. How did you advertise your event and describe effectiveness of those methods.

The event was advertised primarily via inter-departmental emails. The flier for the event was designed. The detailed description of the event was sent in the email with the flier in the attachment a month prior to the event. The participants were asked to RSVP. The reminder emails were sent about 10 days prior to the event. According to the response of the participants, the emails were an effective tool for advertising the event.

The event was also advertised at SALK meetings. The leaders of the department were encouraged to explain to their staff what the event was about and invite them to the event. The fliers were printed and posted at the DSA chancellor’s office and at respectful
departments. Word-of-mouth advertisement coming from department leaders, such as this, was also an effective way to encourage participation of the DSA staff.

8. How many people did you reach directly through your project? ___15___
   (Not all participants signed the attached sign-in sheet)

9. Were your attendees part of your proposed target audience?
   Yes, all attendees were employees who were hired January 1, 2012 and after.

10. What is different in the units or University because of your project?

    The DSA New Employee Orientation was designed to infuse our new employees with our Division’s mission as well as introduce them to the University’s Strategic Plan. New employees left with a strong sense of knowledge and belonging about the various units in our Division. Veteran employees were refreshed by the enthusiasm brought back to their departments by these newcomers. We now have an event that will set the tone for our Division and introduce the Universities goals.

11. Provide a detailed budget describing how you used your professional development funds. Attach a copy of all expenses.

    Please see attached.
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<tr>
<td>Copies of K. Lee's book</td>
<td>$120</td>
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<tr>
<td>One day central and parking for K. Lee</td>
<td>$100</td>
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<tr>
<td>Mini hotel accommodation for K. Lee</td>
<td>$1,500</td>
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<tr>
<td>Workshop facilitated by K. Lee</td>
<td>$500</td>
</tr>
<tr>
<td>Snacks for each participant for K. Lee</td>
<td>$100</td>
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<td>Total</td>
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- **PO-ON: A Revelation Style Approach to Balance and Well-Being**
- **PO-ON: A Revelation Style Approach to Balance and Well-Being**
- **The Happiness Advantage**
- **The Happiness Advantage**

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- **PO-ON: A Revelation Style Approach to Balance and Well-Being**
- **PO-ON: A Revelation Style Approach to Balance and Well-Being**
- **The Importance of Health & Nutrition in Achieving Successful Work-Life Balance**
- **The Importance of Health & Nutrition in Achieving Successful Work-Life Balance**

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- **PO-ON: A Revelation Style Approach to Balance and Well-Being**
- **PO-ON: A Revelation Style Approach to Balance and Well-Being**
- **The Happiness Advantage**
- **The Happiness Advantage**

**Spring 2013**

**Program Budget**

**Division of Student Affairs, Professional Development**
Refreshments will be provided, as well as a chance to win DOOR PRIZES!

Funded by the Chancellor’s Professional Development Fund
1:30-1:35 Check-in

1:35-1:45 Welcome and Introductions by PDC

1:45-2:00 Welcome by Dr. Luoluo Hong, Vice Chancellor for Student Affairs

2:00-2:20 Human Resources

2:20-2:30 Dr. Kelly Oaks, Dean of Students

2:30-2:40 Tim Moore, Campus Recreation

2:40-2:45 Break

2:45-2:55 Miles Nagata, University Housing/Dining

2:55-3:05 Dr. Sulma Gandhi, Student Health & Wellness Services

3:05-3:15 Jim Mellon, Global & International Education

3:15-3:25 Jeff Scofield, Financial Aid/Admissions/Records

3:25-3:35 Dr. Norman Stahl, Career Services/Campus Center/Advising/Orientation

3:35-3:45 Kallen Miyataki, Associate Athletics Director

3:45-3:55 Additional Brief Topics by Members of PDC

- Parking & Auxiliary-Todd Shumway

- Budgets & Fiscal Protocols-Elenita Hopkins

3:55-4:30 Closing Activities/Q&A/ Meet & Greet
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<th>Position Title</th>
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<td>Wu</td>
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<td>Zeiser</td>
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INVOICE for:
D-5240 - Division of Student Affairs
New Employee Orientation Packet

Date Invoiced: 02/20/2013
Due Date: 03/06/2013

CUSTOMER
Leomi Bergknut
Student Affairs, Vice Chancellor for (UHH)
bergknut@hawaii.edu
933-1907

JOB DESCRIPTION
Print:
25 each Strategic Plans
25 each UHH 2012-13 Directories
25 each DSA Org chart
25 each VC web page
25 each DSA Quick Reference Chart
25 each HR New Employee Web reference pages
25 each DSA Vision and Mission sheet
25 each UHH Main Campus Map

CHARGES
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Total: $221.25

Questions: Please direct all questions regarding billing to Kelcie Valbuena at Graphics Services.

Account Code Payment Instructions: List account code(s) below. Print approving authority name and obtain approving authority signature. Return original statement with account codes and authorizing signature to Kelcie Valbuena at Graphics Services. If paying internally (UH IDO) please credit account 2221962.

Check Payment Instructions: Make checks payable to University of Hawaii at Hilo, c/o Graphics Services. Send all check payments to Grace Viernes-Dela Cruz at OTDL, 200 W. Kawaiil St., Hilo, 96720. Be sure to include a copy of this invoice with your payment.

Print Approving Authority Name
Approving Authority Signature

University of Hawai‘i at Hilo
Vice Chancellor for Student Affairs
**SODEXO CATERING SERVICES**

Friday, February 01, 2013

**NAME & BILLING ADDRESS**

UH Hilo V.C.S.A.
Attn: Emilia Hopkins
200 W Kawili St.
Hilo, HI 96720

**FUNCTION TIMETABLE:**

- **DECORATE DATE:** DECORATE AT: SELECT TIME
- **ROOM READY BY:** 1:00 PM
- **EVENT TIME:** 1:30 PM TO 4:30 PM
- **GUEST ARRIVAL:** SELECT TIME
- **PUPU'S AT:** SELECT TIME MEAL AT: 1:30 PM
- **COCKTAILS:** NO BAR BAR OPEN AT: SELECT TIME

**SET-UP INFORMATION:**

- **CHINA:**
- **PAPER:**
- **SKIRT COLOR:** NONE
- **NAPKIN:** NONE
- **TABLECLOTH:** NONE
- **OVERLAY:** NONE

**STAFFING NEEDS**

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)

**CHARGES**

- **FACILITY FEE:**
- **DELIVERY FEE:**
- **SUB-TOTAL:**
- **TAX:**
- **CUSTOMER HEADCOUNT:**
- **PRICE PER:**
- **SUB-TOTAL:**

**DATE** 201.42

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**SPECIAL NOTE:** Due to health regulations, ice will be provided by the event site. Clients agree to begin the function at the scheduled time or within the contracted final time. If the service time is extended beyond the contracted time agreement, client will be billed for additional labor incurred by the Catering staff.

**MENU**

1 Small Tray Sliced Fruit Platter with Fruit Yogurt

1 Tray Petite Sandwich Tray
  (Half Turkey & Ham, Half Egg & Tuna)

1 Round Guava Coffee Cake

1 Lemon Pound Cake

1 Gallons Regular Coffee

1 Gallons Lili’ikoi Punch

2 Gallons Iced Water
Subject: ChartHouse Order Confirmation
Date: Thursday, February 28, 2013 8:55:59 AM Hawaii-Aleutian Standard Time
From: confirm@charthouse.com
To: Elenita Hopkins

Dear Elenita,

Thank you for ordering from ChartHouse Learning.

Your order confirmation number is 6024160. Please keep this number for your records until your order arrives.

Here is your receipt:

__________________________
ChartHouse Learning Receipt

Date: 2/28/2013
Requested Ship date: 2/28/2013

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<th>price</th>
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Subtotal: $796.00
Sales Tax: $0.00
Shipping/Handling: $13.42
Grand Total: $809.42

Paid via: creditcard
Shipping Method: FED EX GROUND 1-WAY

Your order is being shipped to:
Elenita Hopkins
200 W Kawili St, Ofc of VCSA
Hilo, HI, 96720

__________________________

Thank you for making your purchase from ChartHouse Learning. If you have any questions about your order please contact Customer Service at 1-800-328-3789.

Your ChartHouse Learning Friends
http://www.charthouse.com
Packing Slip  Requested Ship Date 2/28/2013

Charthouse Learning Corporation
221 River Ridge Circle
Burnsville, MN 55337
www.charthouse.com

FEDEX GROUND 1-WAY

Elenita Hopkins  (808) 974-7335
University of Hawaii at Hilo
200 W Kawili St, Ofc of VCSA
Hilo, HI 96720
USA

Sales Order:
*6024160-0*

Entered By: Sarah

Invoice copy to arrive under separate cover.

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Shipping/Encoding Instructions:

We are here to MAKE YOUR DAY!
If you have any questions about your order, call 1-800-328-3789.
Visit www.charthouse.com for more learning programs and training ideas.
For our return policy please call: 800-328-3789

Please read any enclosed License Agreement regarding ChartHouse Products

Page 1 of 1
**INVOICE**

CHARTHOUSE LEARNING
221 River Ridge Circle
Burnsville, MN 55337 USA
952.890.1800 • 800.328.3789
Fax: 952.890.0505
email questions to: accounting@charthouse.com

PLEASE REMIT IN U.S. FUNDS
FEDERAL TAX ID#: 47-0459117

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**SHIPTO**

University of Hawaii at Hilo
200 W Kawili St, Ofc of VCSA
Hilo, HI 96720

**SOLD TO**

University of Hawaii at Hilo
200 W Kawili St, Ofc of VCSA
Hilo, HI 96720

Attn: Hopkins, Elenita

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Form No. CI12-01 (11/11)
Recipent Name(s) _______ Faculty Congress Executive Committee

Event Name _________ Spring Faculty Forum

**Compare your application with your completed project. Use additional space as necessary.**

1. Describe when your project took place. Did it take place as scheduled in your application? If not, what happened and why?

   Our project took place on Friday (Mar 8, 2013) as scheduled in UCB 127.

2. Describe where your project took place. Is this the same location you identified in your application? If not, what happened and why?

   Project took place on campus in UCB 127.

3. What categories best describe your project as implemented? Check all that apply:

   Speaker __X__  Training ___  Workshop ___
   Technology ___  Audio Conference ___  Webinar ___

4. Provide a brief summary of what you did.

   Faculty were provided presentations from five (5) speakers on opportunities for research funding. The primary speaker, Dr. Machi Dilworth, is a retired Director of NSF. Four additional presenters provided information on other funding opportunities. Faculty interacted with one another, and with the speakers, to discuss more specific information and concerns related to research.

5. Did you meet the objectives for this event as proposed in the application? Explain.

   Yes. Our objectives were as stated above, and also included fostering collegiality and creating relationships across disciplines.

6. Describe how your project addressed the UH Hilo Strategic Plan.

   The project addressed the Strategic Plan as explained in our application.

7. How did you advertise your event and describe effectiveness of those methods.

   Congress members were tasked with recruiting faculty to attend the event, and emails were sent. Announcements created by the UHH Conference Center were sent to all
faculty members. 53 faculty took advantage of the event—a few more than the number attending our Fall Faculty Forum.

8. How many people did you reach directly through your project? ____53____

9. Were your attendees part of your proposed target audience?

Yes.

10. What is different in the units or University because of your project?

A large amount of positive feedback We’re assuming that awareness of funding issues, and collegiality across disciplines, have both increased.

11. Provide a detailed budget describing how you used your professional development funds.
Attach a copy of all expenses.
Sodexo $1,135.40
Conference Center fee $500.00

**Professional Development Fund Final Report Certification**

- Our signatures below indicate that we and those involved in the planning group and project referenced above certify that this Final Report, including all attached documentation is accurate.

- Our project had a direct professional development impact on UH Hilo faculty and/or staff.

- We understand that information regarding any and all parts of our project may be posted on the Chancellor’s Professional Development website.

Mark Panek, Mike Shintaku, Jim Beets,—Faculty Congress ______________ 14 Mar 2013 __
Print Recipient Name & Department Signature Date

Michael Shintaku Signature Date
Print Approving Authority Name* Signature Date

*The approving authority is the individual with fiscal responsibility over the account to which the Professional Development Funds were allocated to.
Hi everyone,

Just wanted to give you guys a run down of how our focus group with Marina went this morning. A few people didn't show up at the last minute, so it was just Grant Okazaki from the Business Office, Emily Kingery from Financial Aid and myself. Previous to our meeting Marina forwarded us the attached 1-page summary of her goals for our session on the 24th. We went over it in our discussion and we gave her suggestions on what we thought would work with our target audience. She's going to make a few adjustments and run it by everyone. I think everything went really well and we all came away with a little better understanding of what our needs are and how she's going to help us begin to address those needs. Emily, Grant and myself were all in agreement that there also needs to be a parallel discussion happening with those in supervisory roles to let them know what we are trying to accomplish and how they play a huge part in our efforts.

Jube - During our meeting on Monday, I was charged with asking Marina for suggestions on how we should market/advertise our event. The reason for this is that we recognized that our target audience includes both civil service employees as well as APT employees, yet we are extending the invitation to EVERYONE. Also, within the APT employment group itself, there is a wide range of individuals whose roles on campus are very different. We wanted to market it in a way that would get the most participation from our target audience but almost be exclusive of anyone who did not fall into that group of individuals that we are truly trying to reach.

After our focus group this morning, I had a separate conversation with Marina about this topic. She said that there wasn't really any way to say "everyone is invited but we only want clerical employees to attend". She suggested that we extend the invitation to everyone and just emphasize that "those in non-supervisory roles would benefit the most as a result of their attendance". She asked if she could be kept in the loop on whatever we decide to send out as our "save the date" announcement for the event. She'd like us to let her proof it and sign off on it before we send it out. She also offered to write up the actual announcement that we send out prior to the event.

That's it in a nutshell. I apologize if my thoughts are all over the place. Let me know if you have any questions.

Thanks,
Shana

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Organizational Excellence is the Campus' highest priority, as reflected in our new Strategic Plan. Administrative and clerical staffs play a vital role in Campus life; acting as our conduit to clients and community and functioning as our operational heart. Their pursuit of personal, professional and organizational excellence is critical to UH Hilo's success. This proposed professional development workshop seeks to: 1) recognize staffs' critical contribution; 2) encourage personal goal setting and career development; and 3) nurture an organizational culture that actively supports risk-taking for personal growth, professional satisfaction and organizational impact.

GOT GOALS?
- A Critical Conversation About Personal Growth, Career Planning, Goal-setting and Satisfaction
- Talk-story re: how you got here and where you are going

LESSONS FROM LEAN-IN
- What Would You do if You Weren't Afraid?
- Reflection & dialogue re: book excerpts that inform, challenge, provoke

CONNECTING THE DOTS
- You and UH Hilo's Strategic Plan & Priorities
- Connect each individual to the Strategic Plan

PEER-SUPPORTED PLANNING
- Turning Today's Dreams into Tomorrow's Reality
- Private writing; peer-triads; personal goals & action plans

IT'S A KAKOU-THING
- Actions and Attitudes that Encourage Growth, Guts or Gain
- Commitment to behaviors that support personal growth, organizational change and greater professional impact.

This workshop responds to staff feedback gathered at a 2010 workshop, where "employee training and development" was the #1 recommendation for improving the UH Hilo Work Experience. A group of representative staff will review and help refine this plan prior to May 24th. Selected quotes from Sheryl Sandberg's 2013 bestseller, *Lean In: Women, Work and the Will to Lead*, may be used to fuel discussion and reflection. Each person will plan concrete actions they can take to advance personal goals and departmental, campus or community needs. Group culture will be addressed, as a factor in risk-taking; behaviors supportive of "healthy striving" will be negotiated. The event ends with information about opportunities on campus and beyond -- to stretch, strengthen and "show up" in new ways.