June 25, 2013

Aloha to the Chancellor's Professional Development Committee:

Mahalo for your support with The Leadership Challenge proposal which was completed on May 24, 2013 and attended by members of our UH Hilo Ohana. The Facilitation Workshop members recently met on Friday, June 21st and the project embraced by the participants continues on into the future.

Please find enclosed the following:
1. The Final Report Form
2. Attachment A - Summary of The Leadership Challenge Project
3. Attachment B - Budget with supporting documents
4. Attachment C - List of Participants and supporting documents

Please do not hesitate to contact me if further information is needed at 933-1907 or via email at bergknut@hawaii.edu. Once again, Mahalo Nui Loa for your support!

Malama Pono,

[Signature]

Leomi L. Bergknut
Student Leadership Development Coordinator
Campus Center Rm 309
808-933-1907
bergknut@hawaii.edu
Recipient Name(s)  __Leomi L. Bergknut________

Event Name  ____ The Leadership Challenge Workshop-Facilitator Certification

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 Leadership Challenge Workshop Series with Facilitator Certification took place on the following dates and location:

- The Leadership Challenge Introductory Workshop
  March 13, 2013 at Campus Center 301 from 3:00-5:30 PM

- The Leadership Challenge Workshop Series Phase I
  April 17, 2013 at Campus Center 301
  April 18, 2013 at Imiloa Conference Rm
  April 19, 2013 at Imiloa Conference Rm
  Training Time: 9:00 AM – 4:00 PM

- The Leadership Challenge Facilitator Workshop Series Phase II
  Training Dates: May 22 – May 24, 2013
  Time: 9:00 AM – 4:00 PM
  Location: Campus Center 301

The original project dates projected were rescheduled due to funding notification was received late in January 2013 and the schedule above was developed with other funding sources. The rescheduled dates were kept as close as possible to the original dates; however, an opportunity for intensive training was an option which the project considered. Materials for the workshop also needed to be ordered and purchased for participants.

The workshop series was extended from 2-days to 3-days to have an intensive training schedule with the classic Leadership Challenge goals integrated with the student leadership goals. The Introductory Workshop, covering the program goals and training content, on March 13th was added to introduce The Leadership Challenge to those who expressed an interest in the program. This was important due to understand their commitment to the training as Phase I is mandatory training for certification in Phase II.
2. Describe where your project took place. Is this the same location you identified in your application? If not, what happened and why?

The project took place at various sites at UH Hilo (CC-301 & Imiloa Astronomy Center) that were available and could accommodate the logistics needed for the workshop setting with internet access, PowerPoint projection, and outdoor areas for activities to take place.

The facility at the Volcano National Park was not available at Kilauea Military Camp due to being unable to hold the room reservation. The workshop dates for this part of training was done at Imiloa Astronomy Center which was also a challenge we overcame with our Business Office for facility payments. Imiloa provided the cultural aspect of training done by our Master Trainer, Mason Chock, and provided a very adequate meeting place with outdoor areas. This was also true with CC-301 which reflects the culture of UH Hilo with the Art Gallery and outdoor lanai area.

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

- Speaker X
- Training X
- Workshop X
- Technology X
- Audio Conference
- Webinar

4. Provide a brief summary of what you did.

See Attachment A.

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

To some degree the project did meet the objectives with the following:

A) Attendance of the workshops:
   b. 14 Participants - TLC Introductory Workshop Series Phase I
   c. 13 Participants - TLC Facilitation Workshop Series Phase II.

     Some of these participants were new to the program; however, the daily attendance was consistent throughout the three days. 8 participants attended both workshop series to qualify for the Facilitation Certification.
d. 14 Participants – Faculty & Staff
   i. Divisions Represented: Campus Center (Leadership, Service Learning & Mediation), PIPES, Biology Dept, Housing, ALEX, Wome’s Center, NHERC and CCECS.

e. 7 Participants – Student employees
   i. Representing the Student Mediation Center, Campus & Community Service, Student Activities Council and the Student Leadership Development Program

f. 5 Participants – Student Leaders
   i. Representing the University of Hawaii Hilo at Student Association (UHHSA), The Board of Student Publications (BOSP) and the Fee Board

B) Those who have attended have made a commitment to incorporate their core values and the concepts from the training into their leadership roles within their departments or organizations. For many participants this will be in the form of coaching, mentoring and being actively involved in committees or projects with facilitation. This is an ongoing process as part of daily leadership.

C) A support group has been established and monthly meetings have been designated. Reports will be recorded and communicated back to trainer, Mason Chock, for feedback and recommendation as needed.

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

Goal 1: The training provided learning experiences that are key components for participants to practice and model leadership daily and to provide mentorship, coaching and facilitation as needed.

Goal 2: The Leadership Challenge incorporates personal core values for participants to support themselves, their workplace environments and the community at large. The online Leadership Practices Inventory (LPI) will be revisited during the year by participants to see if there are changes within their quantifiable data. This tool is being considered with our student leaders as part of leadership development in recognition of strengths and areas of improvement, with service learning outreach within the community and designated projects.

Goal 3: Daily practice of the Five Practices of Exemplary Leadership has begun to be incorporated in how participants network and collaborate with other university departments, employees and students. Tools from the workshop, i.e. recognizing, developing and maintaining a positive
interest in further training events at the Ka Lama Ku Conference. Flyers and radio announcements were done on URH.

By far, word of mouth and individual emails sent to interested persons seemed to be the best advertisement and PR with those who were part of the interested planning group or saw a flyer and contacted the Student Leadership Development Program and/or Campus Center. The UH Ohana email list serve was also very helpful in this area.

8. How many people did you reach directly through your project? 26

There were many interested persons who registered for the training but were unable to attend due to conflicts with their own department schedules. In the future, the workshop schedule will be 2-days with full 8-hours of training.

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

Yes, the attendees were faculty, staff, student employees or student leaders.

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

The difference is awareness that leadership development is part of our daily lives and not a separate entity. Certain programs are looking at revisiting and reorganizing their mission and vision with program activities and the university strategic plan. The larger impact of the training will be seen and discussed in the months ahead as part of the monthly meetings. The monthly meetings are also part of collaboration between different departments that have never met in this way before. The first meeting is scheduled for Friday, June 21st at CC-306. The Leadership Challenge program is seen as part of quantifiable data and there is further interest in continued training for new participants or for those who were unable to attend Part I and/or Part II.

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

See Attachment B
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.

Leomi L. Bergknut, Campus Center
Print Recipient Name & Department

Signature 6.25.13
Date

Ellen Kusano, Campus Center Director
Print Approving Authority Name*

Signature 06/24/2013
Date

*The approving authority is the individual with fiscal responsibility over the account to which the Professional Development Funds were allocated to.
4) Provide a brief summary of what you did.

Preplanning and evaluation was done from January 2013 to June 2013 for future group meetings. The timeline and summary for this project included the following:

February 2013 – Schedule planning with trainer, Mason Chock, and confirming dates, location sites and possible materials for training and a resource library for participants began. Advertising and PR began with scheduled dates on the UH Hilo Calendar of Events, with RISO Advisors, UH Hilo Ohana list serve, personal emails, flyers and by word of mouth.

March 2013 – A to the Campus Center Fee Board by the Campus Center Student Leadership Development Program was presented for additional funding for the Trainer’s fee, informational meeting costs and supplies. Funding stipulation included that student leaders and student employees would be included in the training. PR continued for the March 13th informational session, at CC-301 with Mason Chock. Training materials were ordered through John Wiley & Sons. Additional training materials were copied by UH Hilo Media Graphics.

The March 13th Introductory Workshop included activities on team building and an outdoor compass exercise in small groups. A pre-assignment, Planning a NEXT Personal Best Leadership Experience, and an orienteering compass exercise was done in the Campus Center Plaza. The orienteering compass exercise had us aligned like the navigational wayfinding points of Hokulea and a reminder that visions for the future can be obtained. The workshop was attended by 15 participants from ALEX, Campus Center, College of Pharmacy, Housing, Mookini Library, PIPES Program, and student leaders/employees. Participants committed to the training were introduced to the online Leadership Practice Inventory (LPI) which they completed before the April Workshop Training. The Leadership Challenge materials included the Student Leadership Challenge material as the group focused on development and recognizing the values of student leadership. The online LPI for participants was ordered through John Wiley & Sons.

April 2013 – PR continued for any interested participants from the UH Hilo community to join the training.

The Leadership Challenge Workshop Series I
The three day workshop series began on Wednesday, April 17 to Friday, April 19, 2013. The training included the use of small group activities
both indoors and outdoors, audiovisual clips, the Five Practices of Exemplary Leadership Skills, exposure and discussion of national leaders, and the online LPI evaluation data which each individual student had completed. The workshops on April 18-19, 2013 took place at Imiloa Astronomy Center and offered a different environment with a cultural component.

April 17, 2013 – The Leadership Challenge
Trainer, Mason Chock, led several activities on leadership skills versus management traits, recognizing your five most important leadership values, and the development of your personal credo. Discussion was held on “Are you in the boat/canoa?” and cultural values. Identifying the learning zones (comfort, learning, and change) you may have and are currently in at this time. Chock introduced the use of a mouse trap activity as part of “modeling the way,” risk-taking, trust, empowering and encouraging others, and ways to celebrate successes. Overview of the Online LPI (Leadership Practice Inventory) was done as it would be reviewed on the next day.

April 18, 2013 at Imiloa Astronomy Center
Discussion focused on: What observations did we see and hear in her speech that enlisted others in a common vision and believing in themselves? How has her speech made a difference for us - 20-years later? Further discussion included looking at life in practice, engaging others to take small steps with you, and placing values to action. Each participant reviewed their Online LPI results and data with each other while Chock did an overview. Sharing was done on strengths, weaknesses and mediums on the Five Practices of Exemplary Leaders.

April 19, 2013 at Imiloa Astronomy Center
As leaders, discussion was held on the UH Hilo Strategic Plan and “we” all have a higher commitment above and beyond the goals of the Strategic Plan, but we must “want” to act upon it rather than “need” to at UH Hilo. Enabling Others to Act focused on teamwork and trust with listening skills and recognizing your opportunities and obstacles to strengthen values we are instilled with in life. Individuals shared an important part of their lives as part of Encouraging the Heart as we acknowledge accomplishments and individual contributions. Imiloa was looked upon as part of the process to have an Astronomy Center in Hilo that shares and celebrates the accomplishments of native Hawaiian navigators and
their supporters. Chock introduced the Johari Window model as a communication tool that recognizes and improves communication between individuals. The group viewed, “Validation,” a movie clip on real validation and the little acts of kindness that impact others around you.

Practice of “Encourage the Heart” was done throughout the workshop days with writing thank you notes, doing open acknowledgements and volunteering to assist as needed. A group evaluation was done at the end of each day to improve and build on each day’s goals. Each participant received the Student Leadership Challenge book and the Five Practices of Exemplary Leadership Poster with additional training materials. The group agreed to keep in communication with each other and those who would continue on to Phase II would notify me by May 15th.

Average Attendance: 20 participants from ALEX, Campus Center, College of Pharmacy, UH Housing, the Mediation Center, and Mookini Library

May 2013 – A meeting was held with the staff from PIPES on May 8th to review The Leadership Challenge materials and handouts as some of them were unable to attend the daily trainings, but is highly interested in the program. All would be registered for the Online LPI.

Planning and communication continued with Leadership Challenge Master Trainer and guest facilitator, Craig Haptonstall. 15 participants pre-registered for the training; however, two participants cancelled due to employment commitments.

**The Leadership Challenge Facilitator Workshop Series Phase II**
The three day workshop series began on Wednesday May 22nd to Friday May 24, 2013 from 9:00 AM – 4:00 PM. Trainer Mason Chock introduced Master Facilitator, Craig Haptonstall of Leadership Mechanics of Texas, who challenged the group many times in our perceptions and assumptions of daily leadership skills and practices.

- **Wednesday, May 22nd** -- Review of the Online LPI which provides quantifiable data and evidence on leadership skills. Overview on the Five Practices of Exemplary Skills and group planning for the next few days on strengths and weaknesses in each area. Facilitation on “Modeling the Way” with topic discussions of culture and assimilation, inclusiveness and exclusiveness, risk-taking and openness. As an educational institution the following core values were adopted by the group:
  1) Holomua – to move forward as part of growth through all mediums of education
2) Malama – service to others and society as faculty, staff and students; as part of community
3) Lokahi – Unity in the areas of our family and work with love, respect and collaboration
4) Pono – to have integrity, fairness, a part of spirituality in our lives and well being.

The 2nd Practice, Inspire a Shared Vision, was discussed and we brainstormed how we envision our work at UH Hilo and with the implementation of the University Strategic Plan. Topic areas focused on enthusiasm, empowerment and getting others to believe and follow the vision of others. Taking the core values as part of the "work" we have at UH Hilo that is part of student engagement and the human experience with leadership. A drawing and mapping activity was done where "the picture can speak for itself."

- Thursday, May 23rd – The 3rd Practice, Challenge the Process, recognized difficult situations and finding possibilities through the experiences which affects lives. The participants recalled their best experiences and the challenges related to them in how to move forward to achieving greater levels of success. Chock encouraged looking at opportunities with initiative and innovative ways to improve “the work we are doing” and how this affects individuals, organizations and those who are directly affected by change. A main theme was “How true are you to your word?” And “Are you leading or are you managing?” Practice 4, Enable Others to Act, emphasized active listening skills and discussion on fostering collaboration by building trust, finding your voice, and relationships that develop cooperative goals and roles. A discussion activity on face-to-face interactions was done throughout the day with practice. Another activity, Traffic Jam, dealt with trust, listening, supporting and strengthening others, plus perceptions with different types of communication skills.

- Friday May 24th – An overview was done and the Traffic Jam activity continued to completion in the morning with an emphasis on trust factors. Reminders were emphasized during the activity on leadership traits versus management traits. Chock and Haptonstall continued the discussion on “Are we creating conditions to have us perform to the best of our traits rather than just going through the process?” “Do we take ownership for our losses and opportunities?” “How do we celebrate the learning that is taking place?” This led into the 5th practice of “Encouraging the Heart.” Throughout the training participants used “private eyes” with
recognition of others at the workshop. Encouraging the Heart
developed that strong sense of community within this group to
continue leading into the future. Small group goals were finalized
with the core values in mind and recognizing the growth of their
contributions to the workshop series!

A commitment was made by the 13 members of the group to meet
at least once a month to discuss and celebrate accomplishments.
The next group meeting will be on Friday, June 21st at 12:00 Noon
at CC-301. Facilitating the group will be Maile Boggeln and Casey
Perreira-Rabago.
### UHH Professional Development Final Report

**Project:** The Leadership Challenge Workshop – Facilitator Certification

**Itemized Budget – Attachment B**

Items rounded to the nearest dollar amount

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The following receipts and/or communication are attached:

1. Kauai Team Challenge, Inc for Trainer's Fee - $8,000
2. John Wiley and Sons Publishing Inc/Pfeiffer for Student LPI Online - $480
4. Media Graphics Printing - $172.42
5. Imiloa Astronomy Center for 4/18/13 - $485
6. Imiloa Astronomy Center for 4/19/13 - $485
7. Sky Garden Restaurant at Imiloa Astronomy Center - $789
8. Sodexo University Dining - $1967
9. Hilo Hawaiian Hotel - $350.46
10. Hawaiian Airline Reservation - $333.05
11. Budget Rent A Car - $189.02
Kauai Team Challenge, Inc.

121 Lihau St.
Kapa'a, HI 96746
Phone (808) 651-7013 Fax (808) 822-0000

BILL TO:
Campus Center
Student Leadership Development
200 W. Kawili St.
Hilo, HI 96720
Phone (808) 974-7499

DATE: April 12, 2013
INVOICE # 6136
FOR: Leadership Challenge
Phase 1 & 2

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SUBTOTAL $ 5,000.00
TAX RATE
SALES TAX
OTHER $ 8000.00
TOTAL

Make all checks payable to Kauai Team Challenge

THANK YOU FOR YOUR BUSINESS!
March 19, 2013

Leomi Bergknut
Bergknut@hawaii.edu
808-933-1907

Payment Method

☐ Bill To Purchase Order  ☐ VISA  ☑ MC  ☐ AX  ☐ DC  ☐ Check/Money Order

Purchase Order#_________________  Authorized Signature: ___________________

All orders are invalid if not signed. Unless otherwise requested all orders will be billed upon shipment.

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### Quote for Student LPI Online

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**For Payment Information: Contact me:**  
Bob Carter.  
317-572-3522  
Fax:317-572-4522  

*** You must purchase from Me to receive a 20 % Discount. I need your tax Exempt #.

bcarter@wiley.com

Remit to John Wiley and Sons Publishing Inc.  
P.O. Box 416502  
Boston, MA 02241-6502

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Pfeiffer  
Essential resources for training and HR professionals
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Please change to my credit card.

Credit card #: __________
Exp Date: __________
Card Type: MC VISA AMEX DISCOVER circle one
Maximum charge per month $10,000.

Signature
Fax: 317-872-4004

Remit credit card payment to: John Wiley & Sons, Inc.
P.O. Box 416502
Boston, MA 02241-6502

CUSTOMER SERVICE: 800-225-5945
customer@wiley.com

INVOICE: 7263806 1
Terms: Net 30 Days
Special Conditions of Sale

Please detach and remit check to:
John Wiley & Sons, Inc.
P.O. Box 416502
Boston, MA 02241-6502

Sales Tax @ 72.81
Additional Charges 0.00
Delivery 41 lbs $127.30
Delivery Allowance 0.00

Net Amount * $2292.35

* Day in U.S. Currency = Accounts Are Credits

@ Sales Tax includes All Applicable Taxes.

1001 9230972 0 7263806 9 00000202035 1 2
The Leadership Challenge Printing Cost
4 messages

Keicie Ann Valbuena < kayv@hawaii.edu>
To: Leomi Bergknut <bergknut@hawaii.edu>

Fri, May 31, 2013 at 3:41 PM

Hi Leomi,
Total amount was $172.42

Thanks,
Keicie

[Quoted text hidden]

Keicie Ann Valbuena
Graphic Services
University of Hawai'i at Hilo
Phone: (808) 974-7571
Fax: (808) 974-7607
Contract

Client/Organization
University of Hawaii Hilo

Event Date
4/18/2013 (Thu)

Telephone
(808) 933-0576

Fax
(808) 933-0704

Event #
E07141

Address
200 W. Kawili st

Booking Contact
Leoni Bergknut

Site Contact

Guests
25 (Pln)

BANQUET ROOMS

Date
4/18/2013 (Thu)

Banquet Room
Classroom

Start
8:00 am

End
4:30 pm

Setup Style
Rounds

ACCESSORIES

Food/Service Items
All day beverage service to include coffee, tea, water

Price
6.25

Qty
20

Total
125.00

Room Chg
360.00

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<th>485.00</th>
<th>Paid</th>
<th>0.00</th>
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<td>485.00</td>
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Payment and Cancellation Requirements/Policy:

Non-refundable booking charge of $100 required upon signature of Contract (to be applied toward total cost)

All food items supplied by our caterer must be consumed on our premises during the scheduled event.

50% of total charge due two weeks prior to event.

Balance due 1 business day prior to event.

All other charges will be invoiced and payable upon closing of event (ex. hosted bar, a/v equipment, head count change etc.)

Written notice of cancellation:

60 days in advance of event - full refund less booking charge

30-59 days, 50% less booking charge

Less than 15 days, no-refunds made

(int.) All purchases of alcoholic beverages must be made from 'Imiloa's restaurant or caterer and in compliance with Hawaii state liquor commission laws. Service of alcoholic beverages must end 30 minutes before the scheduled end time of your Scheduled Event. All alcoholic beverages must be consumed within the specific areas rented for your Scheduled Event; alcohol cannot be taken outside of those specified areas in order for us to comply with liquor commission laws.

Client: Leoni Bergknut
Date: 4-3-13

4/1/2013 12:07 pm

'Imiloa Astronomy Center of Hawaii

600 Imiloa Place, Hilo, HI 96720
Telephone: (808) 969-9700   Fax: (808) 969-9748

1 of 1
<table>
<thead>
<tr>
<th>Date</th>
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<th>Server</th>
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<tr>
<td>4/19/13</td>
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<td>4/18/13</td>
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<tr>
<td>13 Buffet</td>
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<tr>
<td>4/19/13</td>
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<td>229503</td>
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<tr>
<td>17 Buffet</td>
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Total Amount: $539.07

Customer Copy
UNIT COPY
INVOICE

BILL TO: UHH - C.C. FEE
200 WEST KAWILI STREET
HILO, HI 96720
ATTN:

SERVICES RENDERED TO: UH HILO - CAMPUS CENTER
200 WEST KAWILI STREET
HILO, HI 96720

MAKE CHECK PAYABLE TO:
SODEXO AMERICA, LLC
200 WEST KAWILI STREET
HILO, HI 96720

<table>
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<tr>
<th>TERMS</th>
<th>DESCRIPTION</th>
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<td>A.M. REFRESHMENTS</td>
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<tr>
<td></td>
<td>(COFFEE, HOT TEA, WATER, FRUIT PLATTER AND SWEET POTATO MANJU)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>LUNCH</td>
<td></td>
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<tr>
<td></td>
<td>(ISLAND STYLE FRIED NOODLES, CHICKEN KATSU, VEGAN ROASTED RED PEPPER HUMMUS WRAP, VEGETABLE CRUDITE, FRUIT PLATTER, BROWNIES, LILIKOI PUNCH AND WATER)</td>
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<td></td>
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<td></td>
<td>DELIVERY FEE</td>
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<td>TAX</td>
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<td>SERVICE CHARGE</td>
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PAID
4/20/13

TERMS: PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE UNLESS OTHERWISE SPECIFIED BY CC
A SERVICE CHARGE MAY BE ASSESSED ON ANY PAST DUE AMOUNT. ANNUAL PERCENTAGE RATE.
BILL TO: UHH (CC Fee Board)  
200 W. KAWILI ST.  
HILO, HI 96720  
ATTN: ELLEN KUSANO

SERVICES UH HILO - CAMPUS CENTER
RENDERED TO: 200 WEST KAWILI STREET  
HILO, HI 96720

MAKE CHECK PAYABLE TO: SODEXO, INC  
200 WEST KAWILI STREET  
HILO, HI 96720

<table>
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<th>NET 30</th>
<th>16566</th>
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**DESCRIPTION**  
**CUSTOMER REF.**  
**AMOUNT**  
**SALES TAX**  
**TOTAL**

**LEADERSHIP CHALLENGE PHASE 2**

**WEDNESDAY - MAY 22, 2013**

**BREAKFAST**
- FRUIT PLATTER, MANJU, COFFEE, & HOT TEA  
  $133.45  
- LUNCH  
  HUMMUS WRAP, CHICKEN CAESAR SALAD WRAP, & ASSORTED COOKIES  
  $129.00

**THURSDAY - MAY 23, 2013**

**BREAKFAST**
- WHOLE FRUIT, COFFEE, & HOT TEA  
  $61.15  
- LUNCH  
  VEGETABLE PLATTER, CHICKEN WRAP, VEGAN SLIDERS, BROWNIES, COOKIES, & LILIKOI PUNCH  
  $242.55

**FRIDAY - MAY 24, 2013**

**BREAKFAST**
- FRUIT PLATTER, MAJU, ORANGE JUICE, COFFEE, & HOT TEA  
  $147.20  
- LUNCH  
  TOSS GREENS, FRUIT PLATTER, FRIED NOODLES, KOREAN CHICKEN, WON TON, TOFU POINTS, ASSORTED COOKIES, & PUMPKIN CRUNCH  
  $362.80

DELIVERY FEE  
$90.00  
$90.00

**SERVICE CHARGE**  
5/22/13  
$161.42  
$161.42

**INVOICE TOTAL**  
$1,376.17  
$1,376.17

TERMS: PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE UNLESS OTHERWISE SPECIFIED BY CONTRACT OR IN WRITING. A SERVICE CHARGE MAY BE ASSESSED ON ANY PAST DUE AMOUNT. ANNUAL PERCENTAGE RATE NOT TO EXCEED STATUTORY LIMITATIONS.
REQUEST TO PURCHASE

Date: 4/8/2013 Requester: Casey P-Rabago
Vendor: Hilo Hawaiian Hotel
Address: 71 Banyan Dr.
PCARD: Online:
Check: Phone:
one: Supply Run:
Event: Leadership Challenge Phase 2

<table>
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<tr>
<th>Qty</th>
<th>Description</th>
<th>Subcode</th>
<th>Category</th>
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<td>2</td>
<td>Room Reservation</td>
<td>5700</td>
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<td>$103.00</td>
<td>$206.00</td>
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<tr>
<td>2</td>
<td>1 room/ 2 nights</td>
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<td>$162.82</td>
<td>$325.64</td>
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*payment over phone is okay

Occupant: Fedrice Craig Haptonstall

Check in: 5/21
Check out: 5/24

By signing below, we attest that the above purchases were approved on:
by the voting members of our Council, for the event listed.
Chair/President/GM/EIC:wares
date: 4/8/13
Business Manager/Treasurer:

Please resubmit with the following documents by:

Prepay Letter to Business Office
Letter of Invite
WH-1 & Non-Employee Invoice
Minutes/Budget Approving Event

Form 56 (Food)
SODEXO Food Waiver
Flyer of Event

CC Comments:

Total: $300.48
Boarding time begins 50 minutes prior to departure. Gates close 15 minutes prior to departure.

### Passenger and Seating Information

<table>
<thead>
<tr>
<th>Name</th>
<th>HawaiianMiles #</th>
<th>E-Ticket #</th>
<th>Flight &amp; Seat Details</th>
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</thead>
<tbody>
<tr>
<td>Mason Chock</td>
<td>1732141188526</td>
<td>HA104</td>
<td>HA342</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>HA311</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>HA323</td>
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</table>

Your reservation has the security information required by the U.S. government. Learn more. To view, visit My Trips.

### Web Check-in
Use our Web Check-In 24 hours in advance and no less than 90 minutes prior to departure. US Flights only. Check in online.

### Checking Baggage
For tickets issued on/after September 1, 2011, the first checked bag fee will be $17. For tickets issued on/before August 31, 2011, the first checked bag fee will be $10. There is a $17 fee each way for a second checked bag. Read our baggage policy.

### Cost and Payment Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1 Traveler X $286.00</td>
<td>$286.00</td>
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<tr>
<td>Taxes and Fees:</td>
<td>$47.05</td>
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<tr>
<td>US September 11th Security Fee</td>
<td>$10.00</td>
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<tr>
<td>US Flight Segment Tax</td>
<td>$15.60</td>
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<tr>
<td>US Transportation Tax</td>
<td>$21.45</td>
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</table>

**TOTAL COST (USD):** $333.05

### Baggage Fees
For Interisland itineraries:
- 1st & 2nd checked bags will be charged $17 per bag.
- Additional fees may apply for excess and oversized baggage. View all bag fees.

HawaiianMiles Puaani Platinum, Gold, First Class, and Premier Club members are exempt from 1st & 2nd checked bag fee when departing on flights operated by Hawaiian Airlines. Waiver may not be offered when departing on flights operated by partner airlines. Customers booked on flights operated by partner airlines may be subject to the partner airlines' baggage fees. View all bag fees.

Amounts in USD, unless indicated otherwise.

### Limited Time Offer:
35,000 HawaiianMiles
Earn up to 35,000 Bonus Miles after qualifying purchases with a Bank of America Hawaiian Airlines® Visa Signature® Card Plus, ShareMiles with family and friends! Learn more.

### Find a Hotel
See photos, ratings, prices & more than reserve the ideal room. Search Hotels.

### Find a Rental Car
Line up the perfect wheels for any trip. Search Rental Cars.

### Get Our Low Fares Emails
Sign up to receive our lowest fares.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>BUDGET RENT A CAR SYSTEMS INC 14297 COLLECTIONS CTR DR CHICAGO, IL 60693</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Address</td>
<td>Losh, Ivy UHH-CAMPUS CENTER BUILDING Room #210 200 WEST KAWILI STREET Hilo, HI 96720 UNITED STATES</td>
</tr>
<tr>
<td>Shipping Terms</td>
<td>Payment Terms</td>
</tr>
<tr>
<td>Delivery Required By</td>
<td>Billing Address</td>
</tr>
<tr>
<td>Order Date</td>
<td>UNIVERSITY OF HAWAII ATTN: DISBURSING OFFICE - INVOICES 2445 CAMPUS ROAD, HEMOWAY HALL, RM 101 HONOLULU, HI 96822 808-956-7126</td>
</tr>
<tr>
<td>Delivery Instructions</td>
<td>Contract ID</td>
</tr>
<tr>
<td>05-08-2013</td>
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**Vendor Note(s):**

**Vendor Stipulations and Information**

<table>
<thead>
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<th>Item No.</th>
<th>Quantity</th>
<th>UOM</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
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<td>COMPACT CAR RENTAL ON HAWAII. RESERVATION #22964730US5 DRIVER: FREDRICK CRAIG HATTONSTALL PICK UP: 05/21/13 RETURN: 05/24/13 BUDGET FASTBREAK# EN742V NO INSURANCE - SEE ATTACHED</td>
<td>189.4200</td>
<td>$189.42</td>
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Total order amount: $189.42

"UNIVERSITY PURCHASING OFFICER"

1 Time is of the essence and this order is contingent upon your acceptance of the specified terms and conditions and your ability to meet the above stated delivery date; otherwise this purchase order is void. Delivery address, purchase order number, and requestor's name must appear on all packages, invoices, and shipping notices.
2 This order is subject to the Terms and Conditions on the reverse side. Terms and Conditions may also be accessed at our website: http://www.fmo.hawaii.edu/ffm/suppliers/terms.htm.
3 Federal funds apply? YES ☒ NO ☐ If yes, the attached federal provisions shall also apply.
4 All transportation charges must be prepaid F.O.S. destination.
5 To ensure prompt payment, invoices must cite the UH purchase order number and match item details.
6 BY SIGNING THIS PURCHASE ORDER, PURCHASING OFFICER AUTHORIZES ISSUANCE OF THIS ORDER AND CERTIFIES THAT THIS PURCHASE IS IN ACCORDANCE WITH APPLICABLE LAW AND UNIVERSITY POLICY.
# 2013 The Leadership Challenge Workshop

## March 13, 2013 Introductory Workshop

## April 17-19, 2013 Workshop Series I

<table>
<thead>
<tr>
<th>Name</th>
<th>Faculty/Staff/Student</th>
<th>3-13-13</th>
<th>4-17-13</th>
<th>4-18-13</th>
<th>4-19-13</th>
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</thead>
<tbody>
<tr>
<td>1. Catherine Lampton</td>
<td>Ho`olaulima/Student</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>2. Daniel Boggeln</td>
<td>SAC/Student Emp</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>3. Ellen Kusano</td>
<td>Campus Center Director</td>
<td>x</td>
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<tr>
<td>4. Erika Ho`oulalahui Perry</td>
<td>PIPES/Staff</td>
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<td>5. Jai Crystal</td>
<td>UHHS Senator/Student</td>
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<tr>
<td>6. Jenna Waipa</td>
<td>UH Housing/Staff</td>
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<td>7. Joyce Auau</td>
<td>UHHS Vice/Student</td>
<td>x</td>
<td>x</td>
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<td>8. Laura Shiels</td>
<td>Biology Dept/Faculty</td>
<td>x</td>
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<td>9. Leinala Gamulo</td>
<td>Hoolaulima/Student</td>
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<tr>
<td>10. Leomi L. Bergknut</td>
<td>CC-SLDC/Staff</td>
<td>x</td>
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<tr>
<td>11. Lepeka English</td>
<td>BTA/Student Emp</td>
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<tr>
<td>12. Maile Boggeln</td>
<td>SAC/Student Emp</td>
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<td>13. Margarita Morales</td>
<td>UHHS Data Director</td>
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<td>14. Matthew Kalahihi</td>
<td>BOSP/ Upward Bound Student Emp</td>
<td>x</td>
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<tr>
<td>15. Miles Nagata</td>
<td>Housing Director</td>
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<td>16. Moana Ching</td>
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<td>17. Noelani Puniwai</td>
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<td>18. Shana Kiriu</td>
<td>CCECS/Staff</td>
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<td>19. Sharon Ziegler-Chong</td>
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<td>20. Tom DeWitt</td>
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<td>21. Tracey Niimi</td>
<td>College of Pharmacy/Staff</td>
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<td>22. Veronica Tarleton</td>
<td>Library/Staff</td>
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<td>23. Wendy Mefeae</td>
<td>Women Center/Student</td>
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The Leadership Challenge Workshop Series II

UH Hilo CC-301 / 9:00 AM- 4:00 PM

Trainers: Mason Chock & Craig Haptonstall

<table>
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<td>1</td>
<td>Aiko Lepeka English</td>
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<tr>
<td>2</td>
<td>Casey Perreira - Rabago</td>
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<tr>
<td>3</td>
<td>Catherine Lampton</td>
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<td>4</td>
<td>Daniel Boggeln</td>
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<td>Ellen Kusano</td>
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<td>Joyce Auau</td>
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<td>Leinala Gamulo</td>
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<td>Margarita Morales</td>
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<td>10</td>
<td>Michele Newman</td>
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<tr>
<td>11</td>
<td>Shana Kiriu</td>
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<tr>
<td>12</td>
<td>Steve McPeek</td>
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<tr>
<td>13</td>
<td>Leomi Bergkrist</td>
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pg 2