PROFESSIONAL DEVELOPMENT FINAL REPORT TEMPLATE

Recipient Name(s): Sulma Gandhi

Event Name: Social Justice & Leadership Seminars with National & State Experts

Compare your application with your completed project. Use additional space as necessary. Completed reports may be emailed to uhhilodp@hawaii.edu or dropped off at the Office of the Chancellor.

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

   a) Webinars and Materials
      VAWA/Campus SaVE Act on 1/29/14 from 9AM-10:30AM,
      Sexual Misconduct & Title IX Investigations March 20, 2014 8AM PB 10-2
      This is Your College on Alcohol: Preventing Binge Drinking on College Campuses 4/16/14 9-10AM
      Campus SaVE Act: What You Need to Know – Online Seminar Package
   b) Ola Film Screening: College of Pharmacy and UCB 127. November 14, 2013.
   c) Professional Learning Community: January-April, 2014. Campus Center

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

   The webinars primarily took place in PB 10-2. Material from these webinars and white paper information has been discussed at our quarterly Student Sexual Assault Task force meetings.
   Ola Film Screening took place in UCB 127
   The Professional Learning Community meeting took place in Campus Center.

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

   Speaker_X__  Training____  Workshop_X__
   Technology____  Audio Conference____  Webinar_X__

4. Provide a brief summary of what you did.

   We provided multiple events for faculty/staff to become involved in health and wellness initiatives on campus which included webinars, meetings and a Professional Learning Community surrounding the Leadership Challenge. Members of this Professional Learning Community would like to continue to meet next year to discuss and practice concepts in the book.
5. Did you meet the objectives for this event as proposed in the application? Explain.
   Yes, faculty/staff have increased skills with their ability to work with students in the areas of alcohol prevention and sexual violence, and leadership.

6. Describe how your project addressed the UH Hilo Strategic Plan.
   Goal 2: Inspire excellence in teaching, research and collaboration.
   - Our Sexual Assault Policy Taskforce is inter-disciplinary with members from across campus. The webinars will assist with providing research and collaborative opportunities for our campus to meet the needs of our students.

   Goal 6: Facilitate organizational excellence through continuous innovation, responsible resource development, and effective communication.
   - This entire proposal relates to improving internal communication and collaboration within and across units. This will directly benefit all staff within the Department of Student Health and Wellness programs and additionally will allow us to foster collaboration with the College of Arts and Sciences, College of Pharmacy, Human Resources and other departments across the campus.

7. How did you advertise your event and describe effectiveness of those methods.
   Webinars were advertised through directed e-mails to specific groups (Sexual Assault Policy Taskforce) and faculty/staff listservs. The advertisements were effective as they drew audiences of about 10 people per session. However, the film ‘Ola had an audience of about 130 total for the day. We advertised this event through flyers, e-mails, FB, website and sandwich boards. The Professional Learning Community was advertised through e-mail.

8. How many people did you reach directly through your project? 150

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

10. What is different in the units or University because of your project? The film ‘Ola and the professional learning community provided engagement and motivation for leadership. The webinars and materials provided support for UH Hilo to understand new legislation and take steps to meet new compliance requirements.

11. Provide a detailed budget describing how you used your professional development funds. Attach a copy of all invoices and/or receipts.

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UNIVERSITY OF HAWAI'I AT HILO

PROFESSIONAL DEVELOPMENT FINAL REPORT TEMPLATE

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.

Sulma Gandhi, Director for SHWP
Print Recipient Name & Department

Signature

Luoluo Hong, VC Student Affairs
Print Approving Authority Name*

Signature

*The approving authority is the individual with fiscal responsibility over the account to which the Professional Development Funds were allocated to.
Hello Sharon L. Kessinger,

Thank you for shopping with us. We thought you'd like to know that we shipped your items, and that this completes your order. Your order is on its way, and can no longer be changed. If you need to return an item from this shipment or manage other orders, please visit Your Orders on Amazon.com.

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Depending on the ship speed you chose, it may take 24 hours for tracking information to be available in your account.

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Shipment Details

10x The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations  
$220.90

Sold by Amazon.com LLC

Item Subtotal: $220.90  
Shipping & Handling: $12.90  
Free shipping discount: -$12.90  
Promotion Applied: -$0.00  
Total Before Tax: $220.90  
Shipment Total: $220.90  
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USA
973-256-1333

Invoice
12/31/13  674048-A

VAWA- SAVE Act Jan. 29, 2014 Webinar CD

Original invoice

Sharon Kessinger
Office Assistant
University of Hawaii at Hilo
200 W. Kawili Street
SSB 202
Hilo HI 96720

Fed tax ID: 22-3383275

FOR YOUR RECORDS

VAWA- SAVE Act Jan. 29, 2014 Webinar CD

Registrant:
Sharon Kessinger
Office Assistant
University of Hawaii at Hilo
200 W. Kawili Street
SSB 202
Hilo HI 96720

Invoice
SPRING 13

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USA
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Invoice
12/31/13 674059-A

VAWA/SAVE Act Jan. 29, 2014 Webinar

Original invoice

Sharon Kessinger
Office Assistant
University of Hawaii at Hilo
200 W. Kawili Street
SSB 202
Hilo HI 96720

Fed tax ID: 22-3383275

FOR YOUR RECORDS

VAWA/SAVE Act Jan. 29, 2014 Webinar

Registriant:
Sharon Kessinger
Office Assistant
University of Hawaii at Hilo
200 W. Kawili Street
SSB 202
Hilo HI 96720

1 registrant
Second class postage

Total
Credit
Amount Due

Paid $79.00 on 12/30/13
Other payment

Order Number: 674059-A
AC643 12/31/13

Return top half with payment.

1
Subject: FW: 5176204 - StudentAffairs.com Webinar Confirmation
From: Sulma Gandhi <sulma@hawaii.edu>
Date: 2/20/2014 2:53 PM
To: "skessing (skessing@hawaii.edu)" <skessing@hawaii.edu>

FYI

From: webinars@confertel.net [mailto:webinars@confertel.net]
Sent: Thursday, February 20, 2014 2:51 PM
To: Sulma Gandhi
Subject: 5176204 - StudentAffairs.com Webinar Confirmation

StudentAffairs.com Webinar

Thank you for registering! Your program and access information is provided below. The PassCode is required for this Confirmation for your records.

Registrant Name: Sulma Gandhi
Company/Affiliation: University of Hawaii at Hilo
Email: sulma@hawaii.edu
Telephone: 808-932-7458

Sexual Misconduct and Title IX Investigations: An Introduction

Instructor: Heather Cowan
Date: Tuesday, March 4, 2014
Time: 1:00PM(Eastern)/12:00PM(Central)/11:00AM(Mountain)/10:00AM(Pacific)
Duration: 1 hour
PassCode: 4788-012958
US/Canada (Toll Free): 1-877-296-5267
Web Presentation: https://secure.confertel.net/tsjoin.asp?cn=4788012958
Program Materials: Click Here for Materials

This is Your College on Alcohol: Preventing Binge Drinking on College C

Instructor: Toben Nelson and Ken C. Winters
Date: Wednesday, April 16, 2014
Time: 3:00PM(Eastern)/2:00PM(Central)/1:00PM(Mountain)/12:00PM(Pacific)
Duration: 1 hour
PassCode: 4788-025654
US/Canada (Toll Free): 1-877-296-5267
Web Presentation: https://secure.confertel.net/tsjoin.asp?cn=4788025654
Program Materials: Click Here for Materials

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$196.00 USD was charged to your credit card
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Attachments:

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STORE 959-9111 ***** PHARMACY 959-8700

PLANTS 10.99 T
S/F TI-LEAF LEI 4.99 T
S/F ORCHD/CANTN LE 8.99 T
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SWTBHD EGG SANDWICH 3.59 B
DELI FOOD STAPABL 5.39 B
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Electronic Payment Record

APPROVED $ 38.37

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11/14/13 07:42am Ref/Seq # 16510

Thank You --

MasterCard 38.37
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11/14/13 07:42am 3 1 95 32c

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Below are the order details. For questions regarding your guest checkout order, please contact Magna Customer Service staff at 800-433-0499 ext. 2 or 608-246-3590 ext. 2 or email us at support@magnapubs.com.

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Hilo, HI 96720
USA
808-932-7465
Email: skessing@hawaii.edu

Your Order

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G-6882 - We-Care - Sexual Assault Posters (Blue Butterfly)

Date Invoiced: 05/08/2014
Due Date: 05/22/2014

CUSTOMER
Sulma Gandhi
Student Health and Wellness
sulma@hawaii.edu
932-7458

JOB DESCRIPTION
layout legal size posters (use blue butterfly motif created by task force). Print 50 for Fall 2014, update and print 50 for Spring 2015 semesters.

Print color on 100# gloss cover, trim to size.

Account #2300051

CHARGES

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

Total: $128.00

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 (IDO) please credit account 2221962.

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

Sulma Gandhi
Print Approving Authority Name

[Signature]
Approving Authority Signature

2300051
Account Code