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COMMITTEE ON PROFESSIONAL MATTERS
MEETING MINUTES

MEETING DATE: November 17, 2017 **3:00 PM - 4:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

| MEMBERS | | MEMBERS | | MEMBERS | | GUESTS | TIME |
|---------------------------|---|-----------------------|---|--------------------|---|--------|------|
| Ming-Bao Yue | P | Unhee Lim, Vice Chair | P | | | None | |
| Hyoung-June Park | E | Jeff Goodwin | P | | | | |
| Amelia Jenkins | A | | | | | | |
| Jason Higa, Secretary | P | | | | | | |
| Scott Robertson, Chair | P | John Casken, liaison | P | John Kinder, Staff | P | | |

| SUBJECT | DISCUSSION / INFORMATION | ACTION / STRATEGY / RESPONSIBLE PERSON |
|----------------------------|---|--|
| CALL TO ORDER | | Meeting was called to order by Chair Robertson at 3:04 pm |
| REVIEW OF MINUTES | 1. The minutes of the October 6, 2017 Committee on Professional Matters (CPM) had been circulated electronically. | Motion by M.B. Yue to approve the October 6, 2017 minutes; seconded by U. Lim. Approved unanimously. |
| CHAIRS REPORT | 1. None | 1. No action. |
| UNFINISHED BUSINESS | 1. AP12.304 from OVPRI re: Financial Conflict of Interest (FCOI) | 1. Members reviewed edits and suggestions by R. Harada from ORS and suggested further edits to the policy. Chair Robertson to forward suggestions to |



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| | | SEC to communicate with OVPRI. |
| BUSINESS | 1. Draft Executive Policy EP X.XXX - Safety and Protection of Minors Policy. | 1. CPM members reviewed draft of EP. J. Goodwin provided suggestions based on existing background checks & training policies at CTAHR. Those suggestions were also presented to the GCO with positive feedback. CPM to continue discussion at next CPM meeting. |
| ADJOURNMENT | | Motion to adjourn by M.B. Yue; seconded by J. Higa. Passed unanimously. Meeting adjourned at 3:53 pm. |

Respectfully submitted by Jason Higa, Secretary.

Approved on January 12th, 2018 unanimously.