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COMMITTEE ON PROFESSIONAL MATTERS
MEETING MINUTES

MEETING DATE: February 2, 2018 **1:30 PM - 2:30 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 | P | Jeff Goodwin | P | | | | |
| Scott Robertson, Chair | P | | | | | | |
| Jason Higa, Secretary | 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 1:34 pm |
| REVIEW OF MINUTES | 1. The minutes of the January 12, 2018 Committee on Professional Matters (CPM) had been circulated electronically for comments. | Motion by MB Yue to approve the January 12, 2018 minutes; seconded by U. Lim. Approved unanimously. |
| CHAIRS REPORT | 1. None | 1. No action. |
| UNFINISHED BUSINESS | 1. Draft Executive Policy EP X.XXX - Safety and Protection of Minors Policy. 2. AP12.304 from OVPRI re: Financial Conflict of Interest (FCOI) | 1. J. Goodwin reported on H. Okimoto Feb 1st meeting w/ VPs of Admin Academics & General Counsel regarding legality of policy. Discussion regarding different background check methods (FBI vs. Verified Volunteers). CPM discussed possible interest and input of stakeholders into the policy draft, and Chair Robertson to send memo to |



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| | | <p>OGC to inquire about timeframe for circulation of the draft to the Manoa campus.</p> <p>2. S. Robertson circulated Jan 29th memo from SEC to VP Syrmos regarding CPM concerns on OVPRI. J. Casken to report if any action taken at next CPM meeting.</p> |
| BUSINESS | 1. Discussion on MFS Congress Listserv use | <p>1. J. Kinder & J. Casken explained current policy that faculty-oriented announcements are vetted by SEC and distributed to entire Manoa Faculty Congress with SEC approval. CPM expressed concern about what qualifies as a faculty-oriented announcement and possible impacts on listserv enrollment. Motion by M.B. Yue to recommend that MFS listserv to be used for MFS-related business only. Seconded by U. Lim. Approved with 5 votes in favor and 1 abstention.</p> |
| ADJOURNMENT | | <p>Motion to adjourn by Chair Robertson; seconded by VChair U. Lim. Approved unanimously. Meeting adjourned at 4:03 pm.</p> |

Respectfully submitted by Jason Higa, Secretary.

Approved on April 27th, 2018 unanimously.