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COMMITTEE ON PROFESSIONAL MATTERS
MEETING MINUTES

MEETING DATE: January 9th, 2019 **4:00 PM - 5:00 PM**
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Amy Brown, Chair	P	Brian Huffman, Vice Chair	P			Linda Krieger	3:55
Katherine Finn Davis	P	Noa Lincoln	E				
Jeff Goodwin	E	Pallav Pokhrel	E				
Jason Kenji Higa, Secretary	P	Stacey Roberts, SEC liaison	P				
Derrick Higginbotham	P	John Kinder, Staff	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		1. The meeting was called to order by A. Brown at 3:59 pm.
REVIEW OF MINUTES	1. The minutes of the November 28, 2018 Committee on Professional Matters (CPM) had been circulated electronically for comments.	1. Motion by B. Huffman to approve the November 28, 2018 minutes; seconded by D. Higginbotham. Approved unanimously.
CHAIRS REPORT	1. Welcome and Agenda	1. The meeting's agenda was circulated.
UNFINISHED BUSINESS	1. Approval of Spring meeting times	1. Motion by A. Brown to change March 27th CPM meeting to March 6th. Seconded by D. Higginbotham. Approved unanimously. All other meeting times were unchanged. Feb 6th 4:00PM - 5:00PM



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	<p>2. Employee Misconduct regarding Changing of PIs on Grants</p> <p>3. Conflict of Interest procedure (AP 12.304)</p>	<p>Mar 6th 4:00PM - 5:00PM (was Mar 27th)</p> <p>Apr 3rd 4:00PM - 5:00PM</p> <p>May 1st 4:00PM - 5:00PM</p> <p>2. CPM to request additional details and overall statistics regarding PI changes on UHM grants from the OVPRI. A. Brown drafted and sent an email requesting that information to the OVPRI. Motion to send email made by B. Huffman, seconded by D. Higginbotham. Approved 4 votes in favor, 0 opposing.</p> <p>3. CPM to address COI at the next Feb 6th meeting.</p>
BUSINESS	1.	1.
ADJOURNMENT		Motion to adjourn by A. Brown; seconded unanimously. The meeting adjourned at 5:01 pm.

Respectfully submitted by Jason Kenji Higa, Secretary.

Approved on _____, 2019 with X votes in favor of approval and X against.