



UNIVERSITY
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MĀNOA

COMMITTEE ON PROFESSIONAL MATTERS
MEETING MINUTES

MEETING DATE: March 6th, 2019 **4:00 PM - 5:00 PM**
LOCATION: Hawaii Hall 209
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
Amy Brown, Chair	P	Brian Huffman, Vice Chair	P				
Katherine Finn Davis	P	Noa Lincoln	A				
Jeff Goodwin	P	Pallav Pokhrel	P (arrived at 4:40pm)				
Jason Kenji Higa, Secretary	P	Stacey Roberts, SEC liaison	E				
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 Chair Brown at 3:56 pm.
REVIEW OF MINUTES	1. The minutes of the MONTH, DAY 2019 Committee on Professional Matters (CPM) was circulated electronically.	1. Motion by K. Finn Davis to approve the February 6th, 2019 minutes; seconded by Brian Huffman. Approved 5 votes in favor of approval and 0 against.
CHAIRS REPORT	1. Welcome and Agenda	1. The meeting's agenda was circulated.
UNFINISHED BUSINESS	1. Conflict of Interest procedure (AP 12.304) 2. Employee Misconduct	1. CPM reviewed response by OVPRI to Chair Brown. 2. A. Brown drafted a survey regarding general Employee Misconduct. Motion for Chair Brown to present her survey for UHPA feedback by J. Goodwin, seconded by K. Finn Davis.



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		Approved 5 votes in favor and 0 against.
BUSINESS		
ADJOURNMENT		Motion to adjourn by D. Higginbotham; seconded by J.K. Higa. The meeting adjourned at 4:35 pm.

Respectfully submitted by Jason Kenji Higa, Secretary.

Approved on May 1st, 2019 with 4 votes in favor of approval and 0 against.