



UNIVERSITY
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COMMITTEE ON PROFESSIONAL MATTERS
MEETING MINUTES

MEETING DATE: November 28, 2018 **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			Joe Ramos	4:15
Katherine Finn Davis	P	Noa Lincoln	A			Kristeen Hanselmann	4:05
Jeff Goodwin	P	Pallav Pokhrel	P			Vassilis Syrmos	4:00
Jason Kenji Higa, Secretary	P	David Duffy, SEC liaison	P			Ashley Maynard	4:00
Derrick Higginbotham	P	Carolyn Stephenson, SEC liaison	E	John Kinder, Staff	E		

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER		1. The meeting was called to order by A. Brown at 4:00 pm.
REVIEW OF MINUTES	1. The minutes of the October 31, 2018 Committee on Professional Matters (CPM) had been circulated electronically for comments.	1. Motion by B. Huffman to approve the October 31, 2018 minutes; seconded by P. Pokhrel. Approved unanimously.
CHAIRS REPORT	1. Welcome and Agenda	1. The meeting's agenda was circulated.
UNFINISHED BUSINESS	1. Conflict of Interest procedure (AP 12.304) 2. Executive Policy EP 9.210 Workplace Violence	1. Motion to table by A. Brown; seconded by B. Huffman. Approved unanimously. 2. Motion to review EP 9.210 and working title "Employee Misconduct" by A. Brown; seconded by B. Huffman, approved unanimously.



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BUSINESS	<ol style="list-style-type: none"> 1. Audio recording of meetings 2. Spring 2019 CPM Chair 	<ol style="list-style-type: none"> 1. Motion by A. Brown; seconded by B. Huffman, approved with 6 votes in favor and 1 abstention. 2. J. Goodwin to step down as Spring 2019 chair, A. Brown nominated as chair, no other nominees. Approved 6 votes in favor and 1 abstention.
ADJOURNMENT		Motion to adjourn by A. Brown; seconded unanimously. The meeting adjourned at 5:21 pm.

Respectfully submitted by Jason Kenji Higa, Secretary.

Approved on January 9th, 2019 with 4 votes in favor of approval and 0 against.