



UNIVERSITY  
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**COMMITTEE ON PROFESSIONAL MATTERS**  
**MEETING MINUTES**

**MEETING DATE:** February 6th, 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				
Katherine Finn Davis	P	Noa Lincoln	A				
Jeff Goodwin	E	Pallav Pokhrel	P				
Jason Kenji Higa, Secretary	P	Stacey Roberts, SEC liaison	P				
Derrick Higginbotham	A	John Kinder, Staff	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
<b>CALL TO ORDER</b>		1. The meeting was called to order by Chair A. Brown at 4:00 pm.
<b>REVIEW OF MINUTES</b>	1. The minutes of the January 9th, 2019 Committee on Professional Matters (CPM) had been circulated electronically for comments.	1. Motion by B. Huffman to approve the January 9th, 2019 minutes; seconded by K. Finn Davis. Approved 3 votes in favor of approval and 0 against.
<b>CHAIRS REPORT</b>	1. Welcome and Agenda	1. The meeting's agenda was circulated.
<b>UNFINISHED BUSINESS</b>	1. Conflict of Interest procedure (AP 12.304)	1. CPM drafted a memo to OVPRI with suggestions on clarifying AP 12.305. Motion to approve documents by P. Pokhrel, seconded by J.K. Higa. Approved 4 votes in favor of



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	2. Employee Misconduct regarding Changing of PIs on Grants	approval and 0 against.  2. Motion to table until the March 6th CPM meeting approved by acclamation.
<b>BUSINESS</b>		
<b>ADJOURNMENT</b>		Motion to adjourn by B. Huffman; seconded by J.K. Higa. The meeting adjourned at 4:59 pm.

Respectfully submitted by Jason Kenji Higa, Secretary.

Approved on March 6th, 2019 with X votes in favor of approval and X against.