

MINUTES
 JABSOM Executive Committee
 Friday, October 18, 2013
 9:00A.M. – 10:30A.M.
 Next scheduled meeting: November 15, 2013

Topic	Discussion	Action
IGC Update – Larry Burgess	Exceeded campaign goals with the following final counts: 323 donors total \$214,000 in total gifts	
Conflict of Interest Policy Vote – Roy Magnusson	<p>Roy discussed current policies, scenarios of conflict of interest, and changes to the policy.</p> <p>Suggesting consultation relationships should be permitted if there is a contract in place with specific deliverables and fees are fair market value.</p> <p>Suggestion made to make sure JABSOM & HRP Conflict of Interest policies for residents and fellows are the same as those for faculty.</p>	Call to vote with motion made, second, discussion, and committee voted to approve policy changes.
VC for Research Search – Jerris Hedges	<p>Position is still open and currently in discussion with one candidate.</p> <p>Candidate and spouse would prefer to be affiliated with Medical School should they both come to UH Manoa.</p>	
Research Retreat / Grant Workshop – Mariana Gerschenson	<p>9am-4pm on October 31.</p> <p>Goals:</p> <ul style="list-style-type: none"> • To review that research fits with mission, vision & values • To find partnerships with College of Health & Welfare & UH Cancer Center • To make decisions in research & funding allocations • Prioritize next steps • Focus on translational & health-focused research 	

<p>Email Policy and Best Practice – Hank Glaspie</p>	<p>The main policy E2.214 defines and classifies data, public information and sensitive information.</p> <p>Examples: Social security, dates of birth, addresses, driver’s licenses, salary information, info deemed sensitive by the Union, etc.</p> <p>For hawaii.edu to hawaii.edu emails, the data stays within our server system. If you send an email from hawaii.edu to an alternative server address such as google mail, the data is “read and stored 12 times”.</p> <p>Automatic forwarding is highly discouraged.</p> <p>HRP and UCERA ask that faculty members please do not do UH business on HRP & UCERA servers and vice versa - specifically sensitive data such as HR & financial or HIPPA protected.</p>	
<p>Evaluation for APT and Faculty – Jeff Long</p>	<p>APT positions are evaluated under categories and three criteria: Exceptional, meets expectations or does not meet.</p> <p>If an employee does not meet expectations, there are certain steps to follow and please contact HR.</p> <p>Employment security comes only after 3 years of probationary employment.</p> <p>Evaluation period for APT positions ends October 31 Deadline for online evaluations is December 17</p> <p>Notice to a faculty member of non-renewal is December 20</p>	