### MINUTES
#### JABSOM Executive Committee
Friday, June 20, 2014
9:00A.M. – 10:30A.M.

Next scheduled meeting: July 18, 2014

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>Dean’s Message – Jerris Hedges</strong></td>
<td>Dean Hedges working with OME to expand rural training and neighbor island rotations for medical students.</td>
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<td>Dean asking Department Chairs to take a closer look at academic activities/clinical learning in three areas: Research &amp; Scholarship, Undergraduate Education &amp; Graduate Medical Education.</td>
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<td>Mission based budget to be discussed at a later date.</td>
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<td>Rory Kaneshiro to replace Lauren Kwok in Office of Risk &amp; Clinical Affairs.</td>
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| **JABSOM IGC Matching Gift Challenge**     | Kickoff Matching Gift Challenge - $20,000  
Participation Challenge - $4,000  
Larry Burgess Department Participation Challenge - $8,000                                                                                     |        |
| **Alumni Reception – Elaine Evans**        | • Alumni Reception on July 26th at Honolulu Zoo, 3pm – 7pm  
• $65 early bird price, $75 regular rate, $30 kids, $50 residents  
• Clam bake, shave ice, entertainment etc.                                                                                                          |        |
| **Campus Security – Ed Ohlson**            | Facilities and security are currently creating emergency plan in the event of a shooting. Plans will be reviewed in August and September. A tabletop drill will take place in October and a physical drill with full evacuations will take place in November. |        |
|                                            | Current protocol for a shooting:  
Run – And take people with you  
Hide – If you are unable to exit  
Fight – If confident and committed to doing so  

Elwyn Watkins discussed procedures for potential shooting at JABSOM including items such as: a crisis plan and working with HPD/response teams, containing the scene, identify witnesses, communication with Administration, contacting necessary family & kin, counseling for faculty, staff and students, statements to the media, reports after the event, maintain schooling at alternative site and maintaining continuity of business etc. |        |
| PHI/HIPPA – Kathleen Connolly | **Website** is being created for HIPPA training and to log those trainings  
**Quiz** at end of each module requires 100% score to pass  
**Required to complete survey** at end of modules  
**Can print completion certification** and records will be in the database  
**Website in final stages and will be completed by early July** |
|---|---|
| JABSOM Website – Hank Glaspie | Following the HIPPA discussion, Hank briefly talked about the security of confidential information such as:  
Personally identifiable information, student data, patient data etc.  
JABSOM IT can provide a variety of security services including: Tracking services, anti-virus, remote wipes, encryption, access control lists etc.  
Hank showed the new JABSOM website which is currently in its final phase of testing before going live.  
**Highlights of the new website:**  
• Social media links  
• Faculty and admin profiles  
• Departments’ can update their own content  
• Event roll outs  
• Polling & information collection, etc. |
| Electronic SF1s – Coco Seymour, Jeff Long, and Steven Chung | Steven showed new electronic SF1 system for new hires and eventually renewals and other employment changes etc. System is in test phase currently.  
One key feature in the new system is “see to preview”.  
System will automatically generate some of the relevant classification codes based on the accounts you enter.  
System requires “sign off” from multiple individuals. |