MEMORANDUM

TO: Dr. Kenneth Kato, Chairman
    Board of Regents

FROM: Albert J. Simone
      President

SUBJECT: Proposed Establishment of the
          Center for Tourism Policy Studies

1. Specific Action Requested

   The Board of Regents is asked to review and approve a
   proposal to establish the Center for Tourism Policy Studies
   under the College of Business Administration, School of
   Travel Industry Management (TIM). See Attachment A.

2. Recommended Effective Date

   As soon as possible -- upon Board approval.

3. Purpose/Background

   The School of Travel Industry Management is a division of the
   College of Business Administration and is responsible for
   teaching, research and public service activities in the
   fields of hotel and restaurant, tourism, and transportation
   management. In response to the growing demand for research
   studies and training programs to assist the travel industry,
   government and the community, a TIM research program was
   initiated by legislative appropriation in the 1985-87 biennium,
   followed by a supplemental appropriation in FY 1988-89. To
   establish a permanent program, the 1989 Legislature ap-
   propriated 5.0 positions to the TIM research program. These
   positions will be assigned to the Center for Tourism Policy
   Studies which is being established to carry out the school's
   organized research functions and to seek extramural funding
   for tourism-related research and training projects.
4. **Current and Proposed Organizations**

Currently, the School of Travel Industry Management is comprised of two instructional units -- Transportation and Travel Industry Management -- both of which report to the TIM dean. Under the proposed reorganization the Center for Tourism Policy Studies is to be established as a separate organized research unit administered by the TIM dean. Its primary functions are to conduct research; to collect and disseminate research findings to the academic, governmental and private sector communities; to assist in integrating research activities in curriculum development and coursework; and to provide internal research support as a staff function in TIM. A description of the Center’s functions is provided in Attachment A.

5. **Impact on Staffing and Resources**

Upon approval of the reorganization, 5.0 permanent positions will be established: a Director, Junior Researcher, Senior Specialist, Secretary, and Clerk Typist. Funds to cover the salary costs of $135,288 are available from the Center’s general fund allocation. Staff will be housed in existing facilities, and the reorganization will not impact the classifications of any existing TIM positions.

6. **Recommended Action**

It is requested that the Board place on its March, 1990, agenda the proposal to establish the Center for Tourism Policy Studies. This action is necessary in order to utilize the resources appropriated by the Legislature. Establishing the Center will enable the University to apply for extramural funding for tourism-related projects and, through the Center’s research and training programs, to contribute to the state’s primary economic activity. Approval is therefore recommended.

**Attachment**

cc: Board Secretary Shiramizu
    Director Sakaguchi
    Dean David Bess
PROPOSED ORGANIZATION

Dean of the College of Business Administration

Dean of TIM, M12 AE #89125
Assistant Dean, M3, #8917
Administrative and Fiscal Support Specialist, PO1, #80454
Secretary III, SR 14 #14869
Clerk Steno III, SR 11 #16007
Clerk Steno II, SR 9 #19437
Clerk Typist II, SR 8 #41307

Center for Tourism Policy Studies *

Director, #87434
Clerk Typist, #90035
Researcher, #87646
Secretary, #36650
Specialist, #87433

Transportation

Instructional Positions: (2.00)
Full Time: #83900 #85295

Travel Industry Management

Instructional Positions: (10.50)
Full Time: #82249, 82378, 82160, 82449, 82456, 83369, 84683, 84342, 85894
Part Time: #88294 (.50)
Assistant Specialist, S3, #86468 (1.00)
Graduate Assistant: (1.50)–Part Time: #85052 (.50), #88186 (.50), 89448 (.50)

* All positions to be established and classified.

State of Hawaii
University of Hawaii at Manoa
College of Business Administration
School of Travel Industry Management
Chart VI
CURRENT ORGANIZATIONAL CHART

Dean of the College of Business Administration

Dean of TIM, M12-AE, #89125
Assistant Dean, M3, #89171
Admin. & Fiscal Support Specialist, P01, #80454
Secretary III, SR14, #14869
Clerk Steno III, SR11, #16007
Clerk Steno II, SR9, #19437
Clerk Typist II, SR8, #41307

Transportation

Instructional Positions: (2.00)
Full Time: #83900
#85295

Travel Industry Management

Instructional Positions: (10.50)
Full Time: #82249, 82378, 82150, 82449, 82456, 83386, 84683, 84342, 85894
Part Time: #88294 (.50)
Asst. Specialist, S3, #86468 (1.00)
Grad Asst.: (1.50)--Part Time: #85052 (.50)
#88186 (.50), #88448 (.50)
PROPOSED ORGANIZATION

State of Hawaii
University of Hawaii at Manoa
College of Business Administration

School of Travel Industry Management
Chart VI

Dean of the
College of Business Administration

Dean of TIM, M12-AE, #89125

Assistant Dean, M3, #89171
Administrative & Fiscal Support Specialist, P01, #80454
Secretary III, SR14, #14869
Clerk Steno III, SR11, #16007
Clerk Steno II, SR9, #19437
Clerk Typist II, SR8, #41307

Center for Tourism Policy Studies

Director, R4 (1.00)
Secretary I, SR10 (1.00)
Junior Researcher, R2 (1.00)
Junior Specialist, S2 (1.00)
Clerk Typist III, SR10 (1.00)

Transportation

Instructional Positions: (2.00)
Full Time: #83900
#85235

Travel Industry Management

Instructional Positions: (10.50)
Full Time: #82249, 82378, 82150, 82449, 82456,
83386, 84833, 84342, 85894
Part Time: #88294 (.50)
Assistant Specialist, S3, #86468 (1.00)
Graduate Assistant: (1.50)--Part Time: #85052
(.50), #88166 (.50), #88448 (.50)
State of Hawaii
University of Hawaii at Manoa
College of Business Administration

School of Travel Industry Management

Chart VI

Dean of the College of Business Administration

Dean of TIM, M12-AE, #89125
Assistant Dean, M3, #89171
Admin. & Fiscal Support Specialist, PO1, #80454
Secretary III, SR14, #14869
Clerk Steno III, SR11, #16007
Clerk Steno II, SR9, #19437
Clerk Typist II, SR8, #41307

Transportation

Instructional Positions: (2.00)
Full Time: #83900
#85295

Travel Industry Management

Instructional Positions: (10.50)
Full Time: #82249, 82378, 82150, 82449, 82456, 83386, 84683, 84342, 85894
Part Time: #88294 (.50)
Asst. Specialist, S3, #86468 (1.00)
Grad Asst.: (1.50)--Part Time: #85052 (.50)
#88186 (.50), #88448 (.50)