SAMPLE

January 1, 2001

TO:       Lily K. Yao  
           Chairperson, Board of Regents

VIA:      Kenneth P. Mortimer  
           President, University of Hawaii and  
           Chancellor, University of Hawaii @ Manoa

VIA:      Joyce S. Tsunoda  
           Senior Vice-President, University of Hawaii and  
           Chancellor for Community College

FROM:    Sandra Sakaguchi  
           Provost, Hawaii Community College

SUBJECT:

SPECIFIC ACTION REQUESTED:

RECOMMENDED EFFECTIVE DATE:

BACKGROUND:

ACTION RECOMMENDED:

Attachment

c:  Secretary of the Board Iha  
    Senior Vice President/Chancellor Tsunoda  
    Vice President Sathre