

April 24, 1995

MEMORANDUM

TO: Board Secretary Pepper Shiramizu

FROM: Rodney Sakaguchi

**SUBJECT: NOTIFICATION OF REORGANIZATION FOR THE OFFICE OF
TECHNOLOGY TRANSFER AND ECONOMIC DEVELOPMENT**

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on March 17, 1995 for the Office of Technology Transfer and Economic Development. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Director Daniel Ishii at 539-3817.

Attachment

c: Director Ishii

UNIV. OF HAWAII
BUDGET OFFICE
UNIVERSITY OF HAWAII

Office of Technology Transfer and Economic Development

95 APR 19 10:05

April 13, 1995

MEMORANDUM

TO: The Honorable Mazie K. Hirono
Lieutenant Governor, State of Hawaii

FROM: Daniel M. Ishii 
Director, Office of Technology Transfer &
Economic Development

SUBJECT: Notification of Approved Reorganization,
University of Hawaii, Office of Technology Transfer
& Economic Development

Enclosed for your files is a copy of the reorganization which was approved by the University for the Office of Technology Transfer and Economic Development. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call me at 539-3817.

Enclosures

xc: The Honorable Earl Anzai
Director, Department of Budget and Finance
The Honorable James Takushi
Director of Personnel Services
Ralph Horii, Senior Vice President for Administration
University Personnel Management Office
✓ University Budget Office

EXECUTIVE SUMMARY

UNIVERSITY OF HAWAII SYSTEMWIDE SUPPORT OFFICE OF TECHNOLOGY TRANSFER AND ECONOMIC DEVELOPMENT

Enclosed for your information is the approved reorganization of the University of Hawaii Systemwide Support, Office of Technology Transfer and Economic Development (OTTED). The reorganization reflects the redescription of a UH Administrative Officer VI position and a concurrent revision of the title "Associate Director" formerly assigned to Portion No. 99973F, to Director of Library External Services.

The UH Administrative Officer VI position has been transferred from its original organizational location and function as the supervisor of the OTTED Administrative and Fiscal Services operation to the Office of the Director. As redescribed, this position will function as an Associate Director and assume additional duties and responsibilities in assisting the Director with all aspects of management, supervision and direction of OTTED's programs, personnel, and administrative services.

Concurrent with the transfer of the UH Administrative Officer VI position to the Office of the Director, the title of Position No. 99973F has been corrected from "Associate Director" to the more appropriate title of Director of Library External Services. This position was never assigned functional responsibilities or functioned as an Associate Director of OTTED but instead has functioned as the Director of one of OTTED's program's relating to library services. No changes were requested or made to the duties and responsibilities of this position. Aside from the change in title, there are no other changes to this position.

The establishment of the Associate Director position will help to ensure and facilitate the most effective management and direction of OTTED's programs and resources. With the growth of OTTED's programs, the pressure to generate self sustaining revenues as originally envisioned has grown proportionately. This reorganization will help to ensure that the leadership, supervision, and direction are readily available to program managers involved in the development and commercialization of the University's intellectual property.

Other than the reclassification of the UH Administrative Officer VI position, no other impact on staffing, students, or financial resources (additional costs) is anticipated.

March 6, 1995

Proposed Minor Reorganization Proposal of the Office of Technology Transfer and Economic Development (OTTED)

Present Organization

Currently, the Office of Technology Transfer and Economic Development (OTTED) reports to the Office of the President. OTTED is headed by a Director who supervises three major OTTED programs: (1) Intellectual Property and Technology Licensing Program, (2) Economic Development and Education Program, and (3) the office's Administrative and Fiscal Services.

Proposed Reorganization

In response to operational needs and in order to ensure the most effective use and management of OTTED's limited resources while fulfilling OTTED's diverse programs and services objectives, a minor reorganization is being proposed. In accordance with this minor reorganization proposal, one existing staff support position will be moved from its present OTTED location into the Office of the Director for the purpose of having the moved position assume the duties and responsibilities of an Associate Director for OTTED. The function of this new Associate Director will be to assist the Director in management, direction and supervision of OTTED's programs, personnel and administrative services.

Owing to the minor scope and effect of this reorganization, no changes are being made to OTTED's current functional statement.

Nature of Proposed Reorganization

In accordance with the minor reorganization being proposed, Position No. 81533, Administrative Officer VI is being moved from its present organization location and function as supervisor of the OTTED Administrative and Fiscal Services operations. Position No. 81533 is being moved into the Office of the Director. Once moved to the Office of the director, Position No. 81533 will be redescribed and assigned the duties and responsibilities to serve as the Associate Director of OTTED with responsibility to assist the Director in all aspects relating to the management, supervision and direction of OTTED's programs, personnel and administrative services.

Concurrent with the movement of Position No. 81533 to the Office of the Director, the title of Position No. 99973F currently misnomered as Associate Director will be revised from its current title as Associate Director to a more appropriate title of Director of Library External Services. This position was not assigned functional responsibilities and has not functioned as an Associate Director of OTTED but instead has functioned as the Director of one of OTTED's programs relating to library services. No changes will be made to the duties and responsibilities of this position and the position classification is not being requested to be reviewed, but instead the only change to this position will be its position title.

With the movement of Position No. 81533 to the Office of the Director, responsibility for the direct supervision of all of OTTED's Administrative and Fiscal Services will be reassigned. Consequently, Position No. 80528, Administrative Officer II will be re-described and submitted for classification review upon the approval of the reorganization.

For clarification purposes, it should be noted that Position No. 41923, Secretary III, will continue to report to the Director, who will continue to serve as the position's supervisor. Position No. 41923 will continue to provide secretarial and clerical support to the Director and supervise Position No. 44543, Clerk-typist, as reflected in the current and proposed reorganization.

It is not anticipated that any other positions will be affected by the proposed minor reorganization of OTTED.

Impact on Services and Expected Accomplishments

The establishment of the Associate Director position will help to ensure and facilitate the most effective management and direction of OTTED's programs and resources. Over time, OTTED's programs have grown and the pressure grown geometrically for OTTED to generate sufficient revenue in order to make OTTED's operations self-sustaining as was originally envisioned. This minor reorganization will help to ensure that the leadership, supervision and direction are readily available to program managers involved in "state-of-the-art" development of the University's intellectual properties as commercially successful ventures.

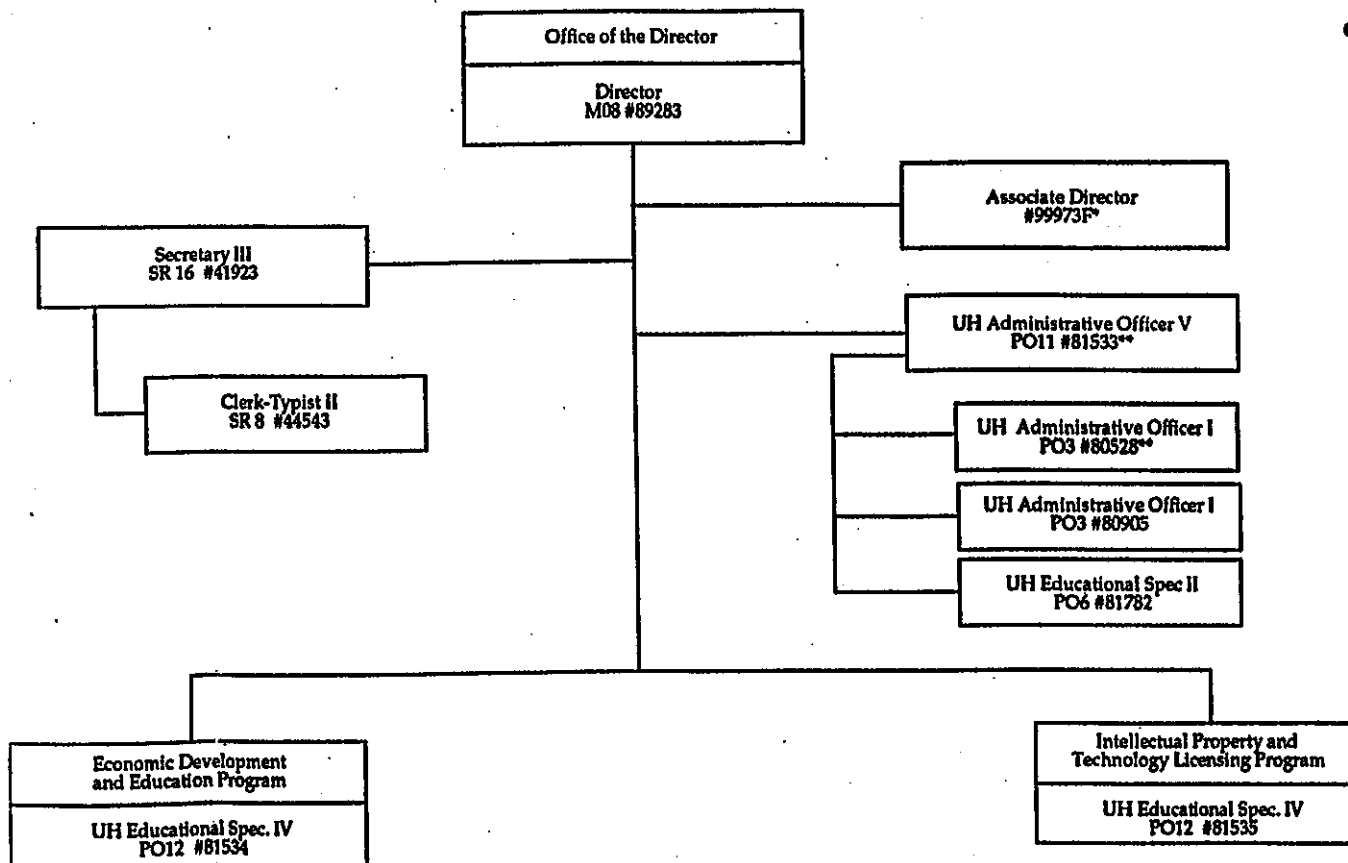
While OTTED's programs have grown, additional legal, administrative and regulatory requirements have grown even faster. The new Associate Director position will help to ensure that OTTED's programs and operations are in compliance with these many new regulatory and statutory requirements and program services enhanced. It is hoped that the establishment of the new Associate Director position will enable OTTED through additional leadership and administrative support to become the successful entrepreneurial venture for the University and State as originally envisioned a number of years ago.

Implementation of the proposed minor reorganization should have minimal impact on the classification of existing OTTED positions other than for two positions, as noted.

FORMER ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENTS

State of Hawaii
University of Hawaii
Systemwide Administration
Office of Technology Transfer
and Economic Development

Position Organization Chart



*Position #99973F, to be redescribed and reassigned
**Positions #81533 and #80528, pending classification review

General Funds 10.00

CHART UPDATED
DATE JUN 30 1994

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF TECHNOLOGY TRANSFER
AND ECONOMIC DEVELOPMENT**

FUNCTIONAL STATEMENT

Facilitate and encourage technology transfer and economic development activities by the University of Hawaii on a systemwide basis.

- Ensure the efficient and effective commercial transfer of the University's intellectual properties and resources to the public and private sectors of the community-at-large.
- Facilitate economic development through the education, training and research missions of the University.
- Support and nurture the creative and innovative use of science and technology to solve human problems.
- Work for statewide public access to University-based technology, technical and scientific expertise, information and related programs by the citizens of Hawaii.
- Promulgate and administer University policies that help our faculty, students and the community-at-large achieve the goals as elucidated in the four functional statements listed above.
- Support and facilitate the development and implementation of the UH Library Services External Services Program.

Program and Administrative Functions

**Intellectual Property, Technology Licensing,
Economic Development and Education Support Program**

Economic Development and Education Function

- Implement the Business and Economic Development Support programs of the office which include: University Software Development and Marketing Program; International Technology Training and Educational Program; Economic, Legal and Technology Assessment Program; Business Development and Market Research Program; and a Technical Assistance Program.
- Plan and administer educational programs which are designed to increase public awareness of new developments and trends in science and technology.
- Coordinate outreach programs to attract potential students to careers in science and technology.
- Work with local economic development organizations and the business community to channel University resources to resolve the problems of businesses.
- Support related activities that contribute to the efficient operation of the office.
- Actively support the program goals of the office and the University of Hawaii.

Intellectual Property and Technology Licensing Function

- Implement the University's Patent, Copyright and Technology Licensing Program including the day-to-day administration of the University Patent and Copyright Policy.
- Support the University's Technology Transfer programs.
- Work with the academic, business, and government communities on issues that deal with technology transfer and intellectual property.
- Support related activities that contribute to the efficient operation of the office.
- Actively support the program goals of the office and the University of Hawaii.

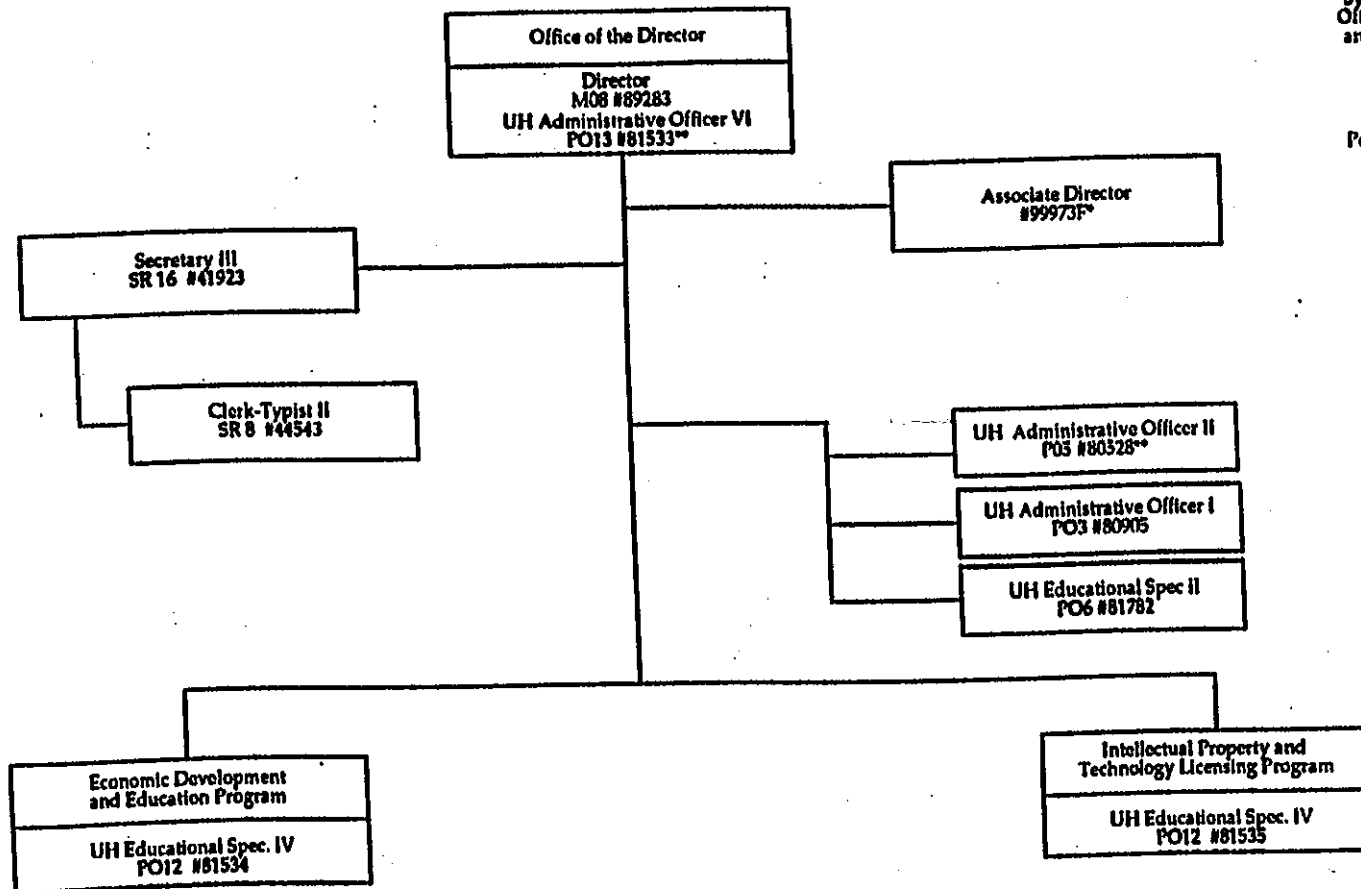
ADMINISTRATIVE AND FISCAL SERVICES

- Provide administrative, fiscal, and logistical support for the various programs and general operation of the Office of Technology Transfer and Economic Development.
- Provide for the preparation, processing, and accounting of all business transactions, including personnel and contract administration.
- Provide for the day-to-day management of the Discoveries and Inventions Revolving Fund including the operation and maintenance of a short-term cash investment plan, the receipt and distribution of royalty and technology licensing revenues, and the preparation of financial statements and management reports.
- Administer and manage off-campus facilities which are leased or assigned to the University in the Manoa Innovation Center and the Maui Research and Technology Center.
- Provide for the development of programmatic, long-range planning, and executive policy development.
- Support related activities that contribute to the efficient operation of the office.
- Actively support the program goals of the office and the University of Hawaii.

NEW ORGANIZATIONAL CHART
AND
FUNCTIONAL STATEMENT

State of Hawaii
University of Hawaii
Systemwide Administration
Office of Technology Transfer
and Economic Development

Position Organization Chart



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**Positions #81533 and #80528, pending classification review

General Funds 10.00

APPROVED:

Ralph T. Horii, Jr.
Senior Vice President for Administration
3/17/95
Date

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF TECHNOLOGY TRANSFER
AND ECONOMIC DEVELOPMENT

NO CHANGE

FUNCTIONAL STATEMENT

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