

December 12, 2008

To: Members of the Bicycling Committee  
University of Hawai‘i at Mānoa

From: Kathy Cutshaw  
Vice Chancellor for Administration, Finance, and Operations

Subject: University of Hawai‘i at Mānoa Bicycling Committee

I would first like to thank all of you for your interest in the UH Mānoa Bicycling Committee (UHMBC). The Mānoa Chancellor’s Office supports the benefits of having a bicycle friendly campus and an environmentally friendly way for students, faculty, staff, and visitors to promote stewardship of our scarce resources and to provide a healthier and happier lifestyle.

I would like to officially recognize the UHMBC and ask that you organize yourselves as a functioning unit by designating officers to serve set terms and to establish policies and procedures to ensure that efforts of the group are continued into the future. I would like to have a member of my staff serve on your committee to help communicate and facilitate issues as they arise. I am assigning Ann Sakuma to serve as my representative on your committee. The overall responsibilities for facilitating bicycling as an alternative means of transportation would fall under our Office of Transportation. Ann will work with them and other Mānoa administrative departments, as appropriate, to ascertain the feasibility of the recommendations your committee presents and she will help facilitate feedback to the committee on the feasibility, timing, implementation and financial impact for each proposal received.

Please feel free to contact me ([cutshaw@hawaii.edu](mailto:cutshaw@hawaii.edu)) or Ann Sakuma ([annyang@hawaii.edu](mailto:annyang@hawaii.edu)) should there be any questions.

Thank you.