MEMORANDUM

To:       Board of Regents
From:     Board Office
Subject:  Institutional and Board Office Personnel Transactions
Date:     January 5, 2004

Recommended Action:
Ratify the personnel transactions at the Regent institutions and Board Office as noted below.

Executive Summary:

University of Iowa
• Register of Personnel Changes for November 2003.

Iowa State University
• Register of Personnel Changes for December 2003.

University of Northern Iowa
• Register of Personnel Changes for December 2003.

Iowa School for the Deaf
• Register of Personnel Changes for December 2003.

Iowa Braille and Sight Saving School
• The register has not been received and will be reported next month.
• The Board Office register included the following:

  **Retirement:** CHARLES K. WRIGHT, Director, Legal Affairs, Human Resources and Information Systems, effective December 31, 2003.

  **Appointment:** MARCIA R. BRUNSON, as Interim Director of the Regent Merit System, effective January 1, 2004.

• In recognition of his 15 years of service to the Board of Regents and in accordance with Policy Manual §3.03S, the following designation of emeritus status is requested:

  CHARLES K. WRIGHT as Director Emeritus, Legal Affairs, Human Resources and Information Systems effective January 1, 2004.

Marcia R. Brunson

Approved: Gregory S. Nichols