

August 1, 2003

Dr. Joseph Shepard  
Vice President, Administrative Services

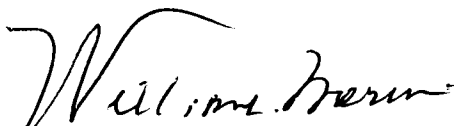
RE: Delegation of Signature Authority for Personnel Actions

Effective immediately, I am delegating to you as Vice President of Administrative Services, the authority to approve personnel actions, pursuant to Section 6C10-5.002, Florida Administrative code, for employees within your assigned area of responsibility. Your approval of personnel actions under this authority should include a review of the request by the offices of Human Resources, Budget and Equal Opportunity Programs, as appropriate.

It is essential that you obtain my approval for all salary or contract actions related to any employee who reports directly to you.

This delegation supersedes any other prior delegation of authority for personnel actions. You may further delegate authority to approve personnel actions within your area, upon my written approval.

Sincerely,



William C. Merwin  
President

Cc: S. Belcher  
D. Vazquez  
C. McKinney

