MEMORANDUM

Agenda Item 14(D)2

TO: Honorable Chairperson Barbara Carey-Shuler, Ed. D. and Members, Board of County Commissioners

DATE: June 22, 2004

FROM: Honorable Harvey Ruvin, Clerk
Circuit and County Courts

Kay Sullivan, Director
Clerk of the Board Division

SUBJECT: Ballot Appointment of Member to the Library Advisory Board

Please select one of the nominees listed on the attached ballot to fill a vacancy on the Library Advisory Board. The nominee appointed to fill this vacancy will serve the remainder of the term of Dr. Alexandria J. Holloway, who resigned.

On June 8, 2004, a ballot was presented to the Board of County Commissioners for the appointment of a replacement member to the Library Advisory Board, however, a majority of the Commission members did not cast a vote. The result of that ballot is as follows:

June 8, 2004

Candidate	Vote
Dayle W. Wilson	2
Frederick J. Kent	0
Sandra K. Vanden	0

In accordance with Section 2-194 of the Miami-Dade County Code and the By-Laws of the Library Advisory Board, the Advisory Board has submitted, in order of preference, the names of Dayle W. Wilson, Frederick J. Kent and Sandra K. Vanden, as qualified candidates from which a replacement can be selected.

The resume of each candidate, the Director of Libraries' memorandum dated May 17, 2004, and the ballot are attached.

KS:dc
attachments

ADVISORY BOARD BALLOT

Miami-Dade County, Florida

June 22, 2004

PUBLIC LIBRARY ADVISORY BOARD

APPOINTMENT TO REPLACE DR. ALEXANDRIA J. HOLLOWAY
Vote (✔) for One

Dayle W. Wilson	☐
Frederick J. Kent	☐
Sandra K. Vanden	☐

Commissioner _____
(Please *sign ballot)*

Commission District Number _____

HARVEY RUVIN
Clerk of the Circuit and County Courts
Clerk of the Board of County Commissioners
111 NW 1st Street, Suite 17-202
Miami, FL 33128
305-375-5126

MEMORANDUM

107.07-17A METRO-DADE/GSA-MAT MGT

TO: Kenneth Guldstrand
Deputy Clerk's Office
Clerk of the Board

DATE: May 17, 2004

SUBJECT: Candidates, Library Board Vacancy

FROM: Raymond Santiago
Director of Libraries

In compliance with ordinance 77-81, the Library Advisory Board, at its meeting of January 26, 2004, selected candidates to fill the vacancy on the Board. All candidates are qualified and each has agreed to serve if appointed by the Commission.

The Advisory Board highly recommends that Dayle W. Wilson be appointed to fill the remainder of the term for Dr. Alexandria J. Holloway, who resigned in October 2003. Dr. Holloway's term expires October 10, 2005.

Attached is a list of the candidates, named in order of Board preference.

Thank you for your attention to this matter.

RS/rh

Attachments

cc: George M. Burgess, County Manager
Alina Tejeda Hudak, Assistant County Manager
Suzet Tagle Alvarez, Asst. to the County Manager

RECEIVED BY CLERK
Circuit & County Courts
DADE COUNTY, FLORIDA
MAY 18 2004
CLERK OF BOARD

MIAMI-DADE COUNTY LIBRARY ADVISORY BOARD

VACANCY	**Candidates recommended by the Board listed in order of Board preference.**
Dr. Alexandria J. Holloway	1. Dayle W. Wilson (Incumbent) 13015 SW 109 Place Miami, FL 33176 (305) 234-9697
	2. Frederick J. Kent 229 Ridgewood Road Coral Gables, FL 33133-6613 (305) 661-4857
	3. Sandra K. Vanden 7330 SW 52 Court Miami, FL 33143 (305) 669-0021

c:msword(bd-appt2004)4/30/04

13015 Southwest 109 Place
Miami, Florida 33176
Phone 305-234-9697

Dayle W. Wilson

Professional experience

2001 - University of Miami
Assistant Dean of Students

Assumes investigative and administrative responsibilities with the major and university discipline programs; conducts mitigation hearings and assess disciplinary sanctions in University discipline cases; serves as advisor to the Black Greek letter organizations and the Alpha Lambda Delta Freshmen Honor Society; participates in campus activities within the division of Student Affairs.

1999 - 2001 University of Miami
Special Events Coordinator – Office of the President

Served as special events officer for the President of the University, with lead responsibility for planning and executing presidential public and institutional social functions; served as a liaison to the President's spouse, who hosts/co-hosts the majority of presidential functions.

Coordinated all university events hosted by the President of the University. Responsible for all on site logistics.

1995 – 1999 University of Miami

Director of Personnel and Special Events

- Served as human resource manager at the School of Law for 115 exempt and non-exempt employees, with the responsibilities of recruitment and hiring of all staff. Handled all employee disciplinary issues; and developed training programs for professional development. Responsible for all personnel duties for 90+ student employees

- Managed and coordinated all major events for the Dean of the School of Law including developing invitations and guest lists, catering and site selections, maintaining budgets, and coordinating all on site logistics. Events included: Dean's dinners, luncheons, graduation ceremonies and receptions, annual homecoming breakfast, alumni events, and building dedications.

1987 – 1995 University of Miami

Assistant Director for University Relations

- Acted as community liaison representing the University in selected community organizations such as chambers of commerce, United Way and other community based activities.

- Managed and coordinated the University's annual commencement ceremony with 10,000 in attendance; responsible for all aspects of the program including on site logistics as well as coordinating all vendors and staff assignments.

MAY 1 3 2004

- Managed a university volunteer organization, the Women's Guild, staffing monthly board meetings and coordinating monthly luncheon programs.

1984 – 1987 **University Relations**

Administrative Assistant

Responsible for maintaining office budget and personnel activities for a staff (exempt and non-exempt) of 21.

Provided administrative support to the assistant vice president for university relations in the coordination of university wide special events such as commencement, donor recognition events, and anniversary celebrations.

1981 – 1984 **School of Law**

Coordinator - Office of Alumni and Development

Provided staff support to the Director of Alumni relations in the coordination of fundraising activities; coordinated all meetings and social activities for alumni board of directors; processed donations and prepared the annual donor report.

Education

- University of Miami, Coral Gables Florida
  B.A. Arts and Sciences
- 1996 – Human Resource Generalist Certificate
- 1995 – Supervisor's Training Certificate

Professional Associations

2001 –	Association for Student Judicial Affairs
1996 – 1999	Society for Human Resource Management
1992 – 1995	Coral Gables Chamber of Commerce Board of Directors
1992 - 1995	Coral Gables Rotary Club Greater Miami Chamber of Commerce
1989 – 1992	United Way of Dade County Youth Development Fund Distribution Panel
1989 – 1992	YWCA of Greater Miami Board of Directors

Community Activities

President, Miami Lawyers' Division
Federalist Society

Board of Advisors and former President,
CHARLEE of Dade County, Inc.

Chairman, Chapter 517 Revision Committee
of the Florida Bar, 1991-3

Academic Adviser to and Member of the Executive Council
of the Business Section of the Florida Bar, 1989-90

(Mrs Kent)

NAME: Frederick James Kent

ADDRESS: 229 Ridgewood Road
Coral Gables, FL 33133-6613
Telephone: (305) 661-4857

OCCUPATION: Librarian (retired). On the professional staff of the Free Library of Philadelphia, 1961-1992.

EDUCATION: DePauw University (Greencastle, IN), B.M. 1950
University of Illinois (Urbana, IL), M.M., 1951
University of Illinois (Urbana, IL), M.L.S, 1961

EXPERIENCE: Initial assignment at Free Library of Philadelphia was the Music Department; became assistant head, 1965 and was appointed head, 1974. In 1989 was promoted to curator of the Fleisher Collection of Orchestral Music. Over twenty-five years experience in managing the music collections of a major public library. Also composes music and plays organ inchurches.

PROFESSIONAL ACTIVITIES: American Guild of Organists 1950-; served on Executive Board of Philadelphia Chapter, 1965-1992; also editor of monthly newsletter, Crescendo. Music Library Association, 1960-; was

Coordinator of Organ Music Roundtable, 1984-1992. Also served on the boards of Delaware Valley Composers and the Musical Fund Society of Philadelphia.

SCHOLARSHIPS AND AWARDS: Rector Scholar (1947-50), Phi Mu Alpha (music honorary), and commissioned to compose song cycle for Century IV (Pennsylvania's 300th), 1982.

STATEMENT: Libraries should be a major concern of all citizens, not only as museums of culture and learning, but also as ready resources of practical information and enjoyable recreation. Larger communities need attractive, convenient branch libraries in their neighborhoods for personalized service. The diverse ethnic groups of our own community make such service especially challenging and I would welcome the opportunity to serve on the library board to help realize these goals.

Sandra K. Vanden - 4265 Braganza Avenue, Miami, FL 33133
PH 305-666-4807 - FX 305/666-4905 - E SVan6@aol.com

OVERVIEW

Accomplished planner, organizer and producer developing and implementing strategies and programs. Public and private background in proposal development, legislative actions, marketing, and community service programs.

BUSINESS 1988 to 1997

Gulfstream Park, Ft. Lauderdale, FL
Quality Service Coordinator / Liaison to the President
Designed, constructed and implemented Total Quality Customer Service program

GREATER MIAMI CHAMBER OF COMMERCE, Miami, FL
Director, Economic Development
Directed projects, newsletters, seminars, training and marketing activities for the Empowerment Zone Committee, Dade Economic Master Plan Project, Dade Manufacturers' Council / Biomedical Exchange Forum, and the Quality Council committee.

UNIVERSITY OF MIAMI SCHOOL OF MEDICINE, Miami, FL
Editorial Coordinator - *American Journal of Physiology: Lung Cellular and Molecular Physiology*
Directed manuscript review process, publication schedule, organizational policies, structures and financial accounts. Coordinated work of 15 associate editors, members of the editorial board, reviewers and authors; reduced manuscript review process from three months to 21 days. Coordinated all aspects of relocating this department to Georgetown University in 1990.

GOVERNMENT 1985 - 1988

UNITED STATES HOUSE OF REPRESENTATIVES, Washington, DC
Dante B. Fascell - Congressional Office - Legislative Assistant
Researched, developed and coordinated submission of legislative proposals; coordinated constituent activities, researched and resolved constituent issues; drafted *Congressional Record* statements and media releases.

UNITED STATES SENATE, Washington, DC
Bob Dole – S enate Office and Senate Minority Leader's Office - Legislative Assistant
Researched and developed state studies, congressional actions and political analyses. Drafted congressional statements and press releases. Investigated, coordinated and resolved constituent issues.

RESEARCH ASSOCIATES, INC., Washington, DC
Business Research and Competitor Analysis
Assistant to the president for administration, marketing, client relations and editorial review. Planned and conducted research projects; developed information and sourcing strategies; liaison to Capitol Hill.

EDUCATION

Smith College, Northampton, MA, 1988 - B.A. Major in Government, Minors in Economics and International Affairs
Georgetown University, Washington, DC, 1987 - Certificate: Comparative Political and Economic Systems
Miami Dade Community College South, Miami, FL, 1985 - Faculty Award: Outstanding Student So. Camp.

additionally:

Smith College School of Management, Certificate, Executive Management Critical Issues Program, 1999
University of Miami, Certificate, Executive Education for Nonprofit Management, 1998
Barry University/Florida Association of Nonprofit Organizations, Certificate, Nonprofit Management, 1997
Florida International University, Certificate, Total Quality Service, 1994
Dale Carnegie Institute, Certificate, Effective Speaking and Influencing Business, Highest Achievement Award, 1993

CURRENT ACTIVITIES & AWARDS

Miami-Dade County Fair and Exposition – Board of directors chairperson-elect, chair of Scholarship & Career Fair committees
National DAR Award for Community Service 2003 – to honor creation and success of annual Career Fair for middle school students
Christ the King Lutheran Church – Immediate Past President of Council; current council member
Lutheran Services of Florida 2004 Good Samaritan Award for volunteerism
Smith College – A lumnae Association Florida Regional Coordinator; immediate past president Miami Smith College Club – member, book award committee