



APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: May 10, 2016

Date: April 15, 2016

To: Mayor Teresa Jacobs  
and  
Board of County Commissioners

Thru: Lonnie C. Bell, Jr., Director *Lonnie C. Bell, Jr.*  
Family Services Department

From: Richard Tyson *R. Tyson*  
Orange County Extension Director

SUBJECT: May 10, 2016 Consent Agenda Item  
Cooperative Extension Division Employment Agreement

Cooperative Extension in Orange County is administered through, and supported by, the University of Florida in collaboration with Orange County Government. Pursuant to Florida Statutes Section 1004.37(3), recommendations for Extension positions are to be presented for acceptance by the Board of County Commissioners.

The University has conducted a search and recommends Amy Vu as the new Orange County Extension Agent I, Residential Horticulture. Ms. Vu will be filling an existing and budgeted vacant position. The funding for this is split between the County (40%) and the University of Florida (60%) in accordance with the existing agreement between the County and the University for this program.

Ms. Vu will be responsible for providing leadership for the development, implementation and evaluation of Residential Horticulture programs in Orange County in collaboration with a team of County Faculty, UF Specialists and local citizen advisors. Ms. Vu will also work closely with other community organizations and government entities to provide more sustainable landscapes for the citizens of Orange County.

Ms. Vu earned her Master's degree in Agricultural, Leadership, and Community Education from Virginia Polytechnic Institute and State University. A copy of the job description and Ms. Vu's resume, along with the position letter from the University of Florida are attached. Ms. Vu's anticipated start date is May 23, 2016.

**ACTION REQUESTED: Acceptance of University of Florida's appointment of Ms. Amy Vu as Orange County Extension Agent I, Residential Horticulture. All Districts.**

RT/dw

cc: Dr. George Ralls, Deputy County Administrator  
Yolanda Brown, Manager, Fiscal Division, Family Services Department



**Position # 0001-5096**

**Requisition # 495430**

**Residential Horticulture Extension Agent I, II, or III  
University of Florida/IFAS Extension, Orange County  
Orlando, FL (Central Extension District)**

**Closing date: February 9, 2016**

**Position Summary**

University of Florida/IFAS Extension and Orange County seek to fill a 12-month, permanent status-accruing Residential Horticulture Agent and Master Gardener Volunteer Program Coordinator. This agent will provide overall leadership for the planning, organization, coordination, implementation, supervision, and evaluation of the Orange County Master Gardener Volunteer Program and will also provide community-based horticultural programs and information through a variety of delivery methods to meet the educational needs of clientele in the broad area of environmental horticulture. The agent will assist in the maintenance of the extension teaching gardens and coordinate Master Gardener Volunteer activities within the gardens for educational purposes.

The agent will team with other faculty in carrying out programs in Agriculture and Natural Resources, Family and Consumer Sciences, and 4-H Youth development, and will help promote local food systems education in support of the total County Extension Program. The agent will also be expected to work with the latest program delivery methods such as social media. The candidate will network with other agencies and groups on cooperative educational programs and form an advisory committee to assess clientele needs and program direction.

The candidate will work closely with the Central District Extension Director and the County Extension Director, and will assume other duties as assigned by them to meet the responsibilities of the total extension effort. The agent will submit all required faculty reports. It is expected that the candidate will have excellent organizational skills, good record-keeping techniques and will respond to clients in a timely and efficient manner. The agent will be expected to attain promotion and permanent status per state extension faculty guidelines.

Additional qualities of the successful candidate will include:

- Have a working knowledge of homeowner horticulture techniques/skills, including Florida-Friendly Landscaping™, soil science, integrated pest management, best management practices and ornamental and food plant use in the landscape.
- Manage the Orange County Master Gardener Facebook and Twitter accounts.
- Write articles, fact sheets, develop multi-media presentations, and create posters/exhibits.
- Seek program enhancement grants and extramural funding.

- Participate in professional organizations appropriate for this position.
- Maintain an active and functional program advisory committee.
- Create and follow a personal professional development plan.

Candidates will be reviewed as applications are received, but please be aware that interviews might not be scheduled until 4 to 6 weeks after the position closing date.

**Qualifications**

A bachelor's degree in horticulture or a closely related field is required. A master's degree and practical experience in extension, teaching, and horticulture are preferred. Demonstrated abilities in oral and written communication, supervision, and experience working with volunteers are desirable.

The agent must possess (or be able to obtain) a valid Florida's Driver's License and must be flexible and willing to work irregular hours, including evenings, weekends and travel overnight. The policies established by Orange County Government in administering leave shall apply to UF/IFAS extension faculty in Orange County.

## **Amy Vu**

4401 NW 28<sup>th</sup> Terrace  
Gainesville, Florida  
(913) 307-6793  
avu0417@gmail.com

### **Professional Profile**

#### **Planning, implementing and evaluating an outcome-based program**

- Master's Thesis research involved evaluating a 5 week introductory vegetable gardening program conducted by Extension Master Gardener Volunteers for an underserved population in Raleigh, North Carolina
- Conducted program planning and general advising, direction, and support with undergraduate students for a service-learning course in the Dominican Republic, where the undergraduate students held HIV/AIDS sports camps for the local youth
- Completed graduate course: *Evaluation, Extension & Outreach Programs*
- Studied program planning and program evaluation for thesis
- Experience with logic models

#### **Competence in Horticulture Education**

- Instructor for HORT-2144: *Indoor Plants*, Fall 2012
- Experience with plant tissue culture, making gel media, soil DNA extraction, running gels
- Experience in Rhizosphere and Soil Science Microbial Ecology lab
- Experience growing tomatoes and potatoes for project
- Experience working in a lab, greenhouse, and in a field

#### **Competence to deliver non-formal education**

- Completed Graduate courses
  - *Community Education and Development*
  - *Theoretical Foundations of Non-formal Learning*
- Observations of a non-formal beginner gardening program for thesis

#### **Identification of plants and pests and the diagnosis of plant problems**

- Experience with plant and pest identification
- Observations during non-formal beginner gardening program for thesis
- Completed Undergraduate courses
  - *Crop Science*
  - *Crop Growth and Development*

#### **Collaboration and Networking**

- Co-author on a collaboration manuscript and understanding the importance of collaboration between partners/multiple stakeholders
- Collaborate in a women's beekeeping collective
- Close networking with extension agents in Virginia to develop food safety video modules and manage Facebook accounts
- Close networking and collaboration with Master Gardeners during beginner gardening program in Raleigh, North Carolina
- Worked on USAID grant to develop video modules on youth in agriculture, women in agriculture, and land grant universities
- Judge for 4-H interview competition
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#### **Effective recruitment, assistance, and management**

- Recruitment of participants on online community of practice

- Outreach coordinator for community of practice involvement
- Moderator for online community of practice managing Facebook account and social media

### **Leadership and Team-Building**

- Proposed and implemented three open dialogues for the faculty and staff of the College of Agricultural and Life Sciences on diversity and inclusion to acknowledge diversity initiatives for the college
- Develop and implement video modules for Food Safety with an Extension agent in Virginia
- Coordinated monthly subteam calls for an online community of practice
- Group leader for EDRE 6605: *Quantitative Research Methods in Education* group project

### **Oral and Written Communication Skills**

- Completed graduate level course *Professional Communication in Agriculture and Life Sciences*, where grant writing was mandatory
- Facilitated focus group with program participants in beginner gardening program for thesis
- Invited to be guest speaker and represent minority students at a College of Agricultural and Life Sciences Alumni workshop
- Wrote manuscript on short term study-abroad and service-learning effects on global citizenship
- Wrote best practice papers on online community of practice, school gardens, and cultural competence
- Wrote white paper on youth in agriculture
- Managed and facilitated an agricultural, education, and training online community of practice
- Assisted in facilitating, reminding, and documenting conference call notes during monthly online community of practice subteam calls
- Guest English speaker at an all girls private school in Ecuador during undergraduate studies
- Presenter at Diversity Spotlight, Virginia Tech, 2015
- Poster presentation during Research for Undergraduates, Summer 2012

### **Training and Instruction**

- Instructor for HORT 2144: *Indoor Plants* at Virginia Tech
- Graduate teaching assistant and general advising for LDRS 1016: *Global Citizen Leadership* at Virginia Tech
- Developed helpful Spanish vocabulary sheets for undergraduates in LDRS while in the Dominican Republic
- Teaching assistant for AGRON 335: *Environmental Quality* at Kansas State University
- Trained undergraduate worker on how to do videography for social media; writing video scripts, filming, and editing

## **Education**

Virginia Polytechnic Institute and State University  
Blacksburg, Virginia  
Graduate Research Assistant, August 2013-October 2015

Beliveau Estate Winery  
Blacksburg, Virginia  
Assistant Vineyard Manager, Wine Pourer, January 2013-December 2013

Virginia Polytechnic Institute and State University  
Blacksburg, Virginia  
Graduate Teaching Assistant, January 2012-December 2013

Kansas State University  
Blacksburg, Virginia  
Undergraduate Research Assistant, August 2009-December 2011

## **Education**

Master of Science	Agricultural, Leadership, and Community Education Virginia Polytechnic Institute and State University September 15, 2015
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Bachelor of Science	Agronomy: Soils and Environmental Science Minor: International Agriculture Kansas State University, December 2011
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## **Honors and Awards**

Virginia Tech Diversity Scholar 2014-2015  
CALS Alumni Workshop Diversity Panel, Spring 2015

## **Publications/Creative Activity**

**Vu, A.** & Westfall-Rudd, D. (2015). Agricultural Education and Training Good Practices: Communities of Practice. InnovATE, Retrieved from <https://www.innovate-community.oired.vt.edu/docs/DOC-1630?sr=stream&ru=2018>

Whitter-Cummings, A., **Vu, A.**, Spindler, M., Westfall-Rudd, D., Rudd, R., Hammet, T., Vaughan, L. (2014, February). Targeted Conference Interviews: Creating Additional Knowledge. Poster. Presented at the Annual Southern Region Conference of the American Association for Agricultural Education, Dallas, TX.

**Vu, A.**, Vengrin, C., Whitter-Cummings, A., Cletzer, A., Spindler, M., Westfall-Rudd, D., Rudd, R. (2013, September). AET Capacity Building in Post Conflict Countries. A poster presented at the Innovate Symposium on Advancing Food Security Through Agricultural Education and Training, Fairfax, VA.

Whitter-Cummings, A., Cletzer, A., **Vu, A.**, Vengrin, C., Spindler, M., Westfall-Rudd, D., Rudd, R. (2013, September). AET and Youth Capacity Building. A poster presented at the Innovate Symposium on Advancing Food Security Through Agricultural Education and Training, Fairfax, VA.

Whitter-Cummings, A., **Vu, A.**, Spindler, M., Westfall-Rudd, D., Rudd, R. (2013, September). Women in Agricultural Education and Training. A poster presented at the Innovate Symposium on Advancing Food Security Through Agricultural Education and Training, Fairfax, VA



UF/IFAS Extension  
Central District

1052 McCarty Hall D  
PO Box 110220  
Gainesville, FL 32611-0220  
352-392-1781  
352-392-5259 Fax  
[tmomol@ufl.edu](mailto:tmomol@ufl.edu)

March 30, 2016

Ms. Amy Vu  
4401 NW 28<sup>th</sup> Terrace  
Gainesville, FL 32605

Dear Ms. Vu,

I am pleased to offer you the positions of Orange County Extension Agent I, Residential Horticulture, position number 0001-5096 beginning May 23, 2016. The salary will be \$48,730.00 with a 40%/60% split in funding source between Orange County, \$19,492.00/40% and the University of Florida, \$29,238.00/60%. Please note your employment is contingent upon your passing the county's prescreening process and approval of the Orange County Board of County Commissioners. This offer is also contingent on a successful pre-employment screening, which includes a review of criminal records, reference checks, and verification of education by the University of Florida.

As an Extension Agent I, Residential Horticulture, you will work under the direction of Dr. Richard Tyson, Orange County, Extension Director, (CED) and Dr. Tim Momol, the Central District Extension Director (DED). As with all County Extension Faculty your plan of work, report of accomplishments, and annual performance reviews will be under the supervision of the Central District Extension Director.

Your appointment is subject to the constitution and laws of the State of Florida and the rules and regulations of the Board of Trustees of the University of Florida.

Special conditions of your employment:

1. If you propose to engage in any outside activity or have a potential conflict of interest, you shall notify your supervisor in writing (using the proper University of Florida forms) prior to engaging in these activities. Such notification must be done annually (effective July 1 for future academic years) for as long as you continue to engage in such activity or have such conflict of interest.
2. There is also considerable travel with evening and weekend meetings, which may or may not be by personal vehicle.

*The Foundation for The Gator Nation*

An Equal Opportunity Institution



March 30, 2016

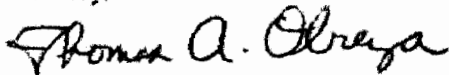
Amy Vu

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**We are impressed with your skills and believe you will find your new position to be challenging, interesting, and rewarding.**

Please sign below and return the signed copy to me via email (scan) or fax (352)392-5259 as soon as you can.

Sincerely,

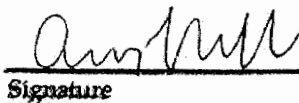


Thomas A. Obreza, Ph.D.  
Senior Assoc. Dean &  
Assoc. Director for Extension

TO/nw

cc: Melanie Edmondson  
Richard Tyson

I, Amy Vu, do accept the position as described above and agree to the salary and all conditions set forth in this letter.

  
\_\_\_\_\_  
Signature

3-30-2016

\_\_\_\_\_  
Date