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QUARTERLY PROGRESS REPORT
University of Nevada, Las Vegas
Period Ending September 30, 2004

Cooperative Agreement Number  H8R07010001
Task Agreement Number  J8R07040007
Cooperative Conservation: Increasing Capacity through Community Partnerships: Cultural Site Stewardship Program

Collaboration with Interagency Team

Although the task agreement formally commenced June 30, 2004, the agreement was not fully executed by both parties until July 22, 2004. Since that date, UNLV met with the Interagency Cultural Resources Team on July 23, 2004. Bobbie Antonich, Government Technical Representative for the National Park Service, and Nancy Flagg, Director of the UNLV Public Lands Initiative, brought the team up-to-date on the status of the task agreement, UNLV’s role in fulfilling the agreement, and provided the team with a draft project manager position announcement for review and comment. Final feedback on the wording of the job announcement was received from the Interagency Team via e-mail during the final week of July 2004, and the team provided suggestions for outlets in which to advertise the position.

Hiring

The advertisements for the Cultural Site Stewardship Program (CSSP) project manager position were disseminated in print and Web outlets during the week of August 6, 2004, with a closing date of August 30, 2004.

On August 11, 2004, Bobbie Antonich, Nancy Flagg, and Steve Daron spoke by telephone to clarify the role of the interagency team in the selection of the project manager. It was agreed that Steve Daron would represent the team on the university search committee, and the entire Interagency Cultural Resources Team would participate in interviewing finalists for the position.

The university search committee had its initial meeting on September 10, 2004. In addition to receiving an overview of affirmative action/equal employment opportunity guidelines, committee members were provided with instructions for accessing UNLV’s automated HR Search system and were provided with login passwords to the online search site. The search committee then reviewed the applications by the following Friday, September 17, and a second meeting was held September 22, 2004, to review the individual candidate ratings. The committee determined there was a viable pool of applicants and discussed their ratings for each candidate. Following that discussion, the committee requested that four individuals
(3 local, 1 out-of-state) be invited for interviews, and one alternate was selected if any of the four dropped out of the search. All four finalists have enthusiastically agreed to interview for the position, and meetings with both the search committee and the interagency team are now scheduled for Tuesday, October 5, 2004. Assuming there is consensus among the groups about one or two top candidates, reference checks will be completed by the search committee shortly after the interviews.

In discussions with Bobbie Antonich, we determined that the federal managers will be provided with copies of the finalists’ resumes, a summary of candidate strengths and weaknesses from both the search committee and the interagency team, the results of reference checks, and the university’s recommendation. Jennifer Haley, the interagency liaison, will be responsible for securing the federal managers’ feedback and relaying it to the university. At present, we anticipate that the person offered this position will be required to undergo a background check, and his or her hiring will be contingent on the results of that process.

**Website / Public Relations**

A full-time Web Communications Specialist, Megan Iudice, was hired by the university on August 1, 2004, to produce websites for various SNPLMA initiatives, including the Cultural Site Stewardship Program. Once the project manager is hired, Ms. Iudice will work closely with that individual to develop an initial website and then refine the design and content as the program develops.

The university began a search over the summer months to hire a contractor to provide public relations/marketing services for various SNPLMA initiatives, including the Cultural Site Stewardship Program. Mary Peterson was hired by the Public Lands Initiative as of September 1, 2004. As the CSSP project manager comes on board, Ms. Peterson will work closely with that individual to provide any public outreach that may be desired.

**Volunteer Database**

The Cultural Site Stewardship Program will benefit from work currently underway through another SNPLMA initiative – the Interagency Volunteer Program. Considerable progress has been made on developing a common interagency volunteer application form, volunteer waiver forms, and related paperwork which may be used by the CSSP program when it gets fully underway. The development of an interagency volunteer database for Southern Nevada is also proceeding very well, and the CSSP project manager will be able to use this database and maintain his or her own subset of volunteers on the server.

With the imminent hiring of a project manager for the Cultural Site Stewardship Program, we anticipate that further progress will be documented in the next quarterly report.

Submitted by:  
Margaret Rees, Principal Investigator  
September 30, 2004  
Date