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48439

SEMI-ANNUAL REPORT

(For Period Ending December 31, 1986)

Contract Number: 517-0157-C-00-6033-00

Project Number: 517-0157

Project Title: Hotel Management And Tourism Training

Submitted By

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Director

Hospitality Research And Development Center  
College Of Hotel Administration  
University of Nevada, Las Vegas  
Las Vegas, Nevada

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P R O J E C T   S T A T U S

## CHIEF-OF-PARTY

The Chief-of-Party began an orientation to project activities on July 26, 1986 at the facilities of the Contractor in Las Vegas, Nevada. This orientation entailed regulations and procedures that are utilized by the contractor in budgeting, purchasing, travel and the employment of short-term personnel. In addition, the Chief-of-Party reviewed the over-all objectives of the project and began formulating the outline for the various facets of the project necessary to complete the designated objectives.

The Chief-of-Party arrived in Santo Domingo on August 23, 1986 and began U.S.A.I.D. Mission orientation and UCMM hotel program orientation.

Table One summarizes the activities of the Chief-of-Party during this reporting period.

TABLE ONE. Sequence of Activities engaged in by the Chief-of-Party.

ACTIVITY	DESCRIPTION
<u>Orientation</u>	
-UCMM	In order to fully understand the needs of UCMM and the objectives of the project, the COP has become familiar with the administration, faculty, students and operating procedures. The COP reports that this has included: meetings with 40 members of the UCMM faculty and administration; participation in graduation ceremonies; participation in a UCMM student field trip; attendance at two computer programs sponsored by UCMM departments apart from the hotel program; and a visit to the UCMM campus in Santiago and the Montemar School.
-Instruction	As required by the contract, the COP provided instruction for two sections of ADH 131-- Introduction to Food and Beverage Operations.

ACTIVITY

DESCRIPTION

-Site Visits and  
Professional Meetings

The COP has reported visits to 13 hotels and resorts in the Dominican Republic and has met with 12 executives from the tourism industry in the Country, including representatives from the Ministry of Tourism, Holiday Inn, Sheraton, Eurotel, Puerto Plata Beach Resort, Puerto Plata Tourism Office, Dorado Naco, Villas Doradas, Village Caribe, Hotel Montemar and the "Dominican Fiesta".

Project Management

-Curricula

The COP reports providing assistance to the Curriculum Specialist. This Specialist reports conferences with over 35 people including: UCMM faculty members, administrators, students, alumni, hotel managers, tourism officials, restaurateurs, and USAID personnel. The Curriculum Specialist reports visits to the Santo Domingo and Puerto Plata facilities and reviews of the information available relative to inservice training that might be conducted in the Country.

-Foods Laboratory  
Design

The COP reports coordinating the initial information required by the Specialist in this area.

-Equipment

The COP has initiated purchase specifications for support equipment including computer and photocopying support.

-Implementation

The COP has prepared an initial implementation plan and, after meeting with UCMM and USAID personnel, prepared a revised plan.

IMPLEMENTATION PLAN(S)

SECOND REVISED

Dominican Republic  
 Hotel Management and Tourism Training Implementation Plan with  
 Six Month Increments  
 Contract initiation date: August 11, 1986

A C T I V I T I E S

ACTIVITY	PERSONS RESPONSIBLE	BEGINNING DATE	ENDING DATE
Grant agreement signed and project proceeds	Richard F. Webber, Contracting Officer, United States of America, Agency for International Development (AID)  Robert Maxson, President, University of Nevada Las Vegas (UNLV)	August 11, 1986	April 15, 1989
Dr. Alan Stutts orients Chief-of-Party (COP) Robert A. Elving, Ph. D., R. D. to College of Hotel Administration at the University of Nevada, Las Vegas (UNLV) and the project.	Alan Stutts, Ph. D., Director, Hospitality Research and Development Center UNLV	July 26, 1986	August 22, 1986

ACTIVITY	PERSONS RESPONSIBLE	BEGINNING DATE	ENDING DATE
COP arrives in Santo Domingo, Dominican Republic and coordinates project activities	Dr. Stutts	August 23, 1986	April 15, 1989
COP teaches two courses at UCMM ADH - 131 Section 002 ADH - 131 Section 003 Introduction to food and Beverage Operations	Lic. Iris Pérez, Director Hotel Administration, Universidad Católica Madre y Maestra (UCMM)	August 24, 1986	December 17, 1986
COP initiates project requests for the purpose of improving and expanding hotel management and tourism training.	Dr. Robert A. Elting, Ph. D. R. D., Professor of Hotel Administration, UNLV and Chief-of- Party (COP) Hotel management and tourism Training Project, D. R.	September 1, 1986	December 15, 1987
Curriculum Study Specialist, Dean Gerald W. Lattin, conducts curricula study for Universidad Católica Madre y Maestra (UCMM) and the Montemar School and in-service training	Dr. Stutts and Dr. Elting	October 8, 1986	February 28, 1987
COP prepares 32 month time phased implementation plan for the hotel management and tourism training project in the Dominican Republic	Dr. Elting	September 17, 1986	October 27, 1986

ACTIVITY	PERSONS RESPONSIBLE	BEGINNING DATE	ENDING DATE
COP teaches two courses at UCMM	Lic. Pérez	January 12,	May 20, 1987
ADH-401 Hotel Rooms Division Administration M 5:00 - 7:30 p. m.			
ADH-432 Beverage Management W 5:00:- 7:30 p. m.			
Curriculum development Specialist develops the courses within the curricula in accord with the changes and/or modifications as recommended by the curriculum study specialist, Dr. Lattin, and approved by the respective faculty and institutions.	Dr. Elting and Lic. Pérez	March 12, 1987	August 20, 1987
Food service design and layout technical expert prepares the design, layout and report with detailed specifications for the foods laboratory and food production demonstration facilities.	Dr. Stutts Dr. Elting Lic. Pérez	February 1987	March 1987

ACTIVITY	PERSON RESPONSIBLE	BEGINNING DATE	ENDING DATE
English as a Second Language (ESL) expert prepares a study of the necessary equipment for the English training laboratory at the Montemar School and conducts in-service teacher training in ESL.	Dr. Stutts Dr. Elting Lic. Pérez	April 1987	May 1987
Hotel, foodservice, tourism (HFT) library expert prepares study of books, journals, periodicals, videotapes, audiovisual aids and materials to establish HFT resource libraries at UCMM and the Montemar School	Dr. Stutts Dr. Elting Lic. Pérez	April 1987	May 1987
UCMM selects five HFT faculty members or prospective faculty members for training at the Master's level.	Lic. Pérez	April 1987	April 1988
Technical expert in computer applications to hotel and foodservice administration conducts two hotels executive seminars in cooperation with the industry.	Dr. Stutts Dr. Elting Lic. Pérez	May 1987	June 1987
Technical expert in sanitation, hygiene and purchasing conducts two workshops in cooperation with the industry and in-service training at the Montemar School.	Dr. Stutts Dr. Elting Lic. Pérez	June 1987	July 1987
Technical expert in food and beverage preparation and presentation conducts two executive seminars and two workshops in cooperation with the industry as well as 15 hours of in-service teacher training at the Montemar School and UCMM	Dr. Stutts Dr. Elting Lic. Pérez	May 1987	June 1987
Three UCMM/Montemar School teachers (or prospective teachers) depart for masters level study in hotel management.	Dr. Claude Boyd AID - S. D. Lic. Pérez Dr. Elting	August 1987	June 1989

ACTIVITY	PERSON RESPONSIBLE	BEGINNING DATE	ENDING DATE
Revised curricula implemented in UCMM and the Montemar School and in-service training sessions will continue.	Lic. Pérez Lic. Claudette López - Leona, Director of Studies, Montemar School  Dr. Elting	August 24, 1987	N/A
COP teaches two courses at UCMM	Lic. Pérez	August 24, 1987	December 1987
COP requests technical experts for subject areas such as the following to provide executive workshops, seminars, in-service professional training, and in-service teacher training for the months of September, October, November of 1987; February, March, April, May, June, July, August, September, October, November of 1988: Importance of Tourism and Human Cultural Relations; Reception, Housekeeping, and Room Service; Use and Maintenance of Hotel Equipment including Pools; Hotel / Foodservice / Tourism English Language Training; National Cuisine Development; Teaching Methodology for Hotel Administration; Organizing Student Placement in the Industry with appropriate follow-up.	Dr. Elting	September 1987	April 1988
Others will be determined by members of the hotel industry advisory committee to the project and may include: Hotel Planning and Design; Hotel Engineering; Foodservice Facilities Layout; Hotel Finance, Accounting and Controls; Tourism Marketing; Applied Food Science and Technology; Beverage Management.			

ACTIVITY	PERSONS RESPONSIBLE	BEGINNING DATE	ENDING DATE
COP requests and makes arrangements for faculty members of UCMM and the Montemar School to be sent abroad for short-term training; HFT conferences, seminars and workshops and observational visits during the months of May, June, July, and August of 1987 and 1988	Dr. Elting	May 1987	August 1988
COP teaches two courses at UCMM	Lic. Pérez	January 1988	May 1988
Two UCMM/Montemar School teachers (or prospective teachers) depart for masters level study in hotel management.	Dr. Boyd Lic. Pérez Dr. Elting	August 1988	May 1990
COP teaches two courses at UCMM	Lic. Pérez	August 1988	December 1988
COP teaches two courses at UCMM	Lic. Pérez	Jan 1988	May 1988
COP continues Project Activities not completed.	Dr. Elting	January 1989	June 1989
COP prepares final report and contract for project terminates.	Dr. Elting	January 1989	June 1989

P R O C U R E M E N T S

COMMODITY	REQUEST DATE	PERSONS RESPONSIBLE	ORDER DATE	ARRIVAL DATE
Word processor and base	Sept. 2, 1986	Dr. Elting Dr. Stutts	Sept. 22, 1986	
Photocopier and base	Sept. 2, 1986	Dr. Elting Dr. Stutts	Oct. 30, 1986	
Automobile*	Nov. 1986	Dr. Elting Dr. Stutts		
Foods Lab. and Demo. (FLD) equipment	Jan. 1987	TA (FLD) Dr. Elting Dr. Stutts Lic. Pérez		
English Training Lab. (ETL) equipment	May 1987	TA (ETL) Dr. Elting Dr. Stutts Lic. Pérez		
HFT Resource library (RL) books and equipment	May 1987	TA (RL) Dr. Elting Dr. Stutts Lic. Pérez		

\* In-country vehicle for project in-country travel

SCHEDULE IN SIX MONTH INCREMENTS FOR  
HOTEL MANAGEMENT AND TOURISM TRAINING PROJECT

August 1986 through January 1987

PROJECT ACTIVITY	1986					1987
	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>
Grant Signed	X					
COP arrives	X					
UCMM Courses	X	X	X	X	X	X
Curriculum Study Specialist			X			X
Curriculum Development Specialist						
Food Lab. and Demo. Facilities Specialist				X	X	
Library Specialist						
ESL Specialist						
Equipment ordered		X		X		X
LT Participants selected						
LT Participants Departure for Training						
In-country/in-service Training						
Study Tours for Faculty						
TA Computerized Systems						
TA Sanitation, Hygiene and Purchasing						
TA Food and Beverage Management						
Other TA's (to be selected)						
Implementation of Revised Curricula						
Quarterly Report			X			X
Implementation Plan			X			
Annual Report and Up-dated Implementation Plan						
Final Project Report						

February 1987 through July 1987

PROJECT ACTIVITY	1987					
	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>
Grant Signed						
COP arrives						
UCMM Courses	X	X	X	X		
Curriculum Study Specialist	X					
Curriculum Development Specialist		X	X	X	X	X
Food Lab. and Demo. Facilities Specialist						
Library Specialist			X	X		
ESL Specialist			X	X		
Equipment ordered			X	X		
LT Participants selected			X			
LT Participants Departure for Training						
In-country/in-service Training				X	X	X
Study Tours for Faculty				X	X	X
TA Computerized Systems				X	X	
TA Sanitation, Hygiene and Purchasing					X	X
TA Food and Beverage Management				X	X	
Other TA's (to be selected)						
Implementation of Revised Curricula						
Quarterly Report			X			X
Implementation Plan						X
Annual Report and Up-dated Implementation Plan						X
Final Project Report						X

August 1987 through January 1988

PROJECT ACTIVITY	1987					1988
	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>
Grant Signed						
COP arrives						
UCMM Courses	X	X	X	X	X	
Curriculum Study Specialist	X					
Curriculum Development Specialist						
Food Lab. and Demo. Facilities Specialist						
Library Specialist						
ESL Specialist						
Equipment ordered						
LT Participants selected						
LT Participants Departure for Training	X					
In-country/in-service Training	X	X	X			
Study Tours for Faculty	X					
TA Computerized Systems						
TA Sanitation, Hygiene and Purchasing						
TA Food and Beverage Management						
Other TA's (to be selected)	X	X	X	X		
Implementation of Revised Curricula		X	X	X	X	X
Quarterly Report			X			X
Implementation Plan						
Annual Report and Up-dated Implementation Plan						
Final project Report						

February 1988 through July 1988

PROJECT ACTIVITY	1988					
	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>
Grant Signed						
COP arrives						
UCMM Courses	X	X	X	X		
Curriculum Study Specialist						
Curriculum Development Specialist						
Food Lab. and Demo. Facilities Specialist						
Library Specialist						
ESL Specialist						
Equipment ordered						
LT Participants selected			X			
LT Participants Departure for Training						
In-Country/in-service Training	X	X	X	X	X	X
Study Tours for Faculty				X	X	X
TA Computerized Systems						
TA Sanitation, Hygiene and Purchasing						
TA Food and Beverage Management						
Other TA's (to be selected)	X	X	X	X	X	X
Implementation of Revised Curricula	X	X	X	X		
Quarterly Report			X			X
Implementation Plan						X
Annual Report and Up-dated Implementation Plan						X
Final Project Report						X

August 1988 through January 1989

PROJECT ACTIVITY	1988					1989
	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>
Grant Signed						
COP arrives						
UCMM Courses	X	X	X	X	X	X
Curriculum Study Specialist						
Curriculum Development Specialist						
Food Lab. and Demo. Facilities Specialist						
Library Specialist						
ESL Specialist						
Equipment ordered						
LT Participants selected						
LT Participants Departure for Training	X					
In-country/in-service Training	X	X	X			
Study Tours for Faculty	X					
TA Computerized Systems						
TA Sanitation, Hygiene and Purchasing						
TA Food and Beverage Management						
Other TA's (to be selected)	X	X	X	X		
Implementation of Revised Curricula		X	X	X	X	X
Quarterly Report			X			X
Implementation Plan						
Annual Report and Up-dated Implementation Plan						
Final project Report						

February 1989 through June 1989

PROJECT ACTIVITY	1989				
	Feb	Mar	Apr	May	Jun
Grant Signed					
COP arrives					
UCMM Courses	X	X	X	X	
Curriculum Study Specialist					
Curriculum Development Specialist					
Food Lab. and Demo. Facilities Specialist					
Library Specialist					
ESL Specialist					
Equipment ordered					
LT Participants selected					
LT Participants Departure for Training					
In-country/in-service Training	X	X			
Study Tours for Faculty					
TA Computerized Systems					
TA Sanitation, Hygiene and Purchasing					
TA Food and Beverage Management					
Other TA's (to be selected)	X	X	X	X	
Implementation of Revised Curricula	X	X	X	X	X
Quarterly Report			X		X
Implementation Plan					
Annual Report and Up-dated Implementation Plan					
Final Project Report				X	X

FIRST PLAN -

Dominican Republic  
 Hotel Management and Tourism Training Implementation Plan with  
 Six Month Increments  
 Contract initiation date: August 11, 1986

A C T I V I T I E S

ACTIVITY	PERSONS RESPONSIBLE	BEGINNING DATE	ENDING DATE
Grant agreement signed and project proceeds	Richard F. Webber, Contracting Officer, United States of America, Agency for International Development (AID)  Robert Maxson, President, University of Nevada Las Vegas (UNLV)	August 11, 1986	April 15, 1989
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COP prepares 32 month time phased implementation plan for the hotel management and tourism training project in the Dominican Republic	Dr. Elting	September 17, 1986	October 27, 1986

ACTIVITY	PERSONS RESPONSIBLE	BEGINNING DATE	ENDING DATE
<p>COP teaches two courses at UCMM</p> <p>ADH - 401 Hotel Rooms Division Administration M 5:00 - 7:30 p. m.</p> <p>ADH - 432 Beverage Management W 5:00 - 7:30 p. m.</p>	Lic. Pérez	January 12, 1987	May 20, 1987
<p>Hotel management expert provides in-service courses for teachers and prospective teachers at UCMM and the Montemar School. Also this person conducts three in-service training workshops in hotel management and supervisory techniques for middle management personnel employed in hotels in three areas of tourism development in Dominican Republic.</p>	Dr. Elting	January 12, 1987	May 20, 1987
<p>Curriculum development Specialist develops the courses within the curricula in accord with the changes and/or modifications as recommended by the curriculum study specialist, Dr. Lattin, and approved by the respective faculty and institutions.</p>	Dr. Elting and Lic. Pérez	March 12, 1987	August 20, 1987
<p>Food service design and layout technical expert prepares the design, layout and report with detailed specifications for the foods laboratory and food production demonstration facilities.</p>	Dr. Stutts Dr. Elting Lic. Pérez	November 1987	December 1987

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COP prepares final report and contract for project terminates.	Dr. Elting	January 1988	April 10, 1988

P R O C U R E M E N T S

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Automobile*	Nov. 1986	Dr. Elting Dr. Stutts		
Foods Lab. and Demo. (FLD) equipment	Jan. 1987	TA (FLD) Dr. Elting Dr. Stutts		
English Training Lab. (ETL) equipment	April 1987	TA (ETL) Dr. Elting Dr. Stutts		
HFT Resource library (RL) books and equipment	May 1987	TA (RL) Dr. Elting Dr. Stutts		

\* In-country vehicle for project in-country travel

SCHEDULE IN SIX MONTH INCREMENTS FOR  
HOTEL MANAGEMENT AND TOURISM TRAINING PROJECT

August 1986 through January 1987

PROJECT ACTIVITY	1986					1987
	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>
Grant Signed	X					
COP arrives	X					
UCMM Courses	X	X	X	X	X	X
Curriculum Study Specialist			X			X
Curriculum Development Specialist						
Food Lab. and Demo. Facilities Specialist				X	X	
Library Specialist						
ESL Specialist						
Equipment ordered		X		X		X
LT Participants selected						
LT Participants Departure for Training						
In-country/in-service Training						
Study Tours for Faculty						
TA Computerized Systems						
TA Sanitation, Hygiene and Purchasing						
TA Food and Beverage Management						X
Other TA's (to be selected)						
Implementation of Revised Curricula						
Quarterly Report			X			X
Implementation Plan			X			
Annual Report and Up-dated Implementation Plan						
Final Project Report						

February through July 1987

PROJECT ACTIVITY	1987					
	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>
Grant Signed						
COP arrives						
UCMM Courses	X	X	X	X		
Curriculum Study Specialist	X					
Curriculum Development Specialist		X	X	X	X	X
Food Lab. and Demo. Facilities Specialist						
Library Specialist		X	X			
ESL Specialist	X	X	X			
Equipment ordered			X	X		
LT Participants selected			X			
LT Participants Departure for Training						
In-country/in-service Training				X	X	X
Study Tours for Faculty				X	X	X
TA Computerized Systems				X	X	
TA Sanitation, Hygiene and Purchasing					X	X
TA Food and Beverage Management						
Other TA's (to be selected)						
Implementation of Revised Curricula						
Quarterly Report			X			X
Implementation Plan						X
Annual Report and Up-dated Implementation Plan						X
Final Project Report						

August 1987 through January 1988

PROJECT ACTIVITY	1987					1988
	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>
Grant Signed						
COP arrives						
UCMM Courses		X	X	X	X	X
Curriculum Study Specialist						
Curriculum Development Specialist		X				
Food Lab. and Demo. Facilities Specialist						
Library Specialist						
ESL Specialist						
Equipment ordered						
LT Participants selected						
LT Participants Departure for Training	X					
In-country/in-service Training	X					
Study Tours for Faculty	X					
TA Computerized Systems						
TA Sanitation, Hygiene and Purchasing						
TA Food and Beverage Management	X	X				
Other TA's (to be selected)		X	X	X		
Implementation of Revised Curricula		X	X	X	X	X
Quarterly Report			X			X
Implementation Plan						
Annual Report and Up-dated Implementation Plan						
Final Project Report						

February 1988 through July 1988

PROJECT ACTIVITY	1988					
	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>
Grant Signed						
COP arrives						
UCMM Courses	X	X	X	X		
Curriculum Study Specialist						
Curriculum Development Specialist						
Food Lab. and Demo. Facilities Specialist						
Library Specialist						
ESL Specialist						
Equipment ordered						
LT Participants selected			X			
LT Participants Departure for Training						
In-Country/in-service Training	X	X	X	X	X	X
Study Tours for Faculty				X	X	X
TA Computerized Systems						
TA Sanitation, Hygiene and Purchasing						
TA Food and Beverage Management						
Other TA's (to be selected)	X	X	X	X	X	X
Implementation of Revised Curricula	X	X	X	X		
Quarterly Report			X			X
Implementation Plan						X
Annual Report and Up-dated Implementation Plan						X
Final Project Report						

August 1988 through January 1989

PROJECT ACTIVITY	1988				1989	
	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>
Grant Signed						
COP arrives						
UCMM Courses		X	X	X	X	
Curriculum Study Specialist						
Curriculum Development Specialist						
Food Lab. and Demo. Facilities Specialist						
Library Specialist						
ESL Specialist						
Equipment ordered						
LT Participants selected						
LT Participants Departure for Training	X					
In-country/in-service Training	X	X	X			
Study Tours for Faculty	X					
TA Computerized Systems						
TA Sanitation, Hygiene and Purchasing						
TA Food and Beverage Management						
Other TA's (to be selected)	X	X	X	X		
Implementation of Revised Curricula		X	X	X	X	X
Quarterly Report			X			X
Implementation Plan						
Annual Report and Up-dated Implementation Plan						
Final project Report						

February 1989 through April 1989

PROJECT ACTIVITY	1989		
	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
Grant Signed			
COP arrives			
UCMM Courses			
Curriculum Study Specialist			
Curriculum Development Specialist			
Food Lab. and Demo. Facilities Specialist			
Library Specialist			
ESL Specialist			
Equipment ordered			
LT Participants selected			
LT Participants Departure for Training			
In-country/in-service Training	X	X	
Study Tours for Faculty			
TA Computerized Systems			
TA Sanitation, Hygiene and Purchasing			
TA Food and Beverage Management			
Other TA's (to be selected)	X	X	
Implementation of Revised Curricula	X	X	X
Quarterly Report			X
Implementation Plan			
Annual Report and Up-dated Implementation Plan			
Final Project Report		X	X

A D M I N I S T R A T I O N

## HOME OFFICE SUPPORT

During this reporting period the principal functions of the home office have been to assist the Chief-of-Party in establishing his office in the Dominican Republic, support the initial short term personnel employed under the project, and develop a cadre of short term personnel for potential assignments in the project.

Table 2 provides a detailed outline of the support provided to the project by the Director of Research and Development. Table 3 indicates the characteristics of the kinds of support provided by the Management Assistant in the Home Office to the project.

TABLE 2. Home Office Support Provided By Director

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July 25, 1986 Begin Elting Orientation Afternoon--Review/overview of project

Week of July 28-August 1, 1986

- Review technical degree with chief of party
- Review Associate degree " " " "
- Review Bachelors degree " " " "
- Review food tech lab " " " "
- Review library requirements with chief of party

August 4-August 8

- Review contract budget with chief of party
- Review short term personnel employment procedures with c-o-p
- Review UNLV travel procedures with c-o-p
- Review UNLV purchasing procedures with c-o-p
- Review project reporting system with c-o-p

August 11-August 15

- Review files on potential short-term personnel with c-o-p
- Review course to be instructed at UCMM with c-o-p
- Review moving/travel arrangements for chief of party

August 25-August 29

- Discuss with shipping department procedures for Florida shipment of chief-of-party personal effects
- Meet with senior buyer UNLV purchasing department
- Telephone conversation to potential short-term personnel
- Discussion with potential curriculum consultant--Lundberg
- Prepare materials for potential curriculum consultant
- Express mail materials to curriculum consultant
- Arrange/design workstation for management assistant I

September 2-September 5

- Call from chief-of-party and discussion of project status
- Prepare letter authorizing payments to UNLV personnel
- Prepare paperwork for position of authorization of Management Assistant I
- Review project with College public affairs officer

September 8-September 12

- Review Chief-of-Party expenses
- Prepare IDR on fund transfer for pre-contract negotiation expense
- Prepare data for memo on waiver of taxi receipts
- Arrange for curriculum consultant
- Prepare data for purchase requisition on computer furniture
- Followup on purchase order for movement of Chief-of-Party personal effects
- Express mail data to curriculum consultant
- Pickup AT&T credit cards
- Meet with grants and contracts supervisor
- Meet with Management Assistant for project

September 15-September 19

- Prepare responsibilities for Curriculum Consultant
- Prepare procedures for Curriculum Consultant
- Review background info received from curriculum consultant
- Review travel arrangements for curriculum consultant
- Telegram USAID curriculum consultant
- Telegram Chief-of-Party on curriculum consultant
- Discuss with Dean travel to Dominican Republic for presidential delegation from University of Nevada, Las Vegas.
- Discuss with computer coordinator needs of chief-of-party

September 22-September 26

- Discuss Lattins travel with Management Assistant
- Contact F. Charbo potential Food Lab design consultant
- Contact J. Gomez potential Food Lab design consultant
- Contact J. Prieto potential Food Lab design consultant
- Contact H. Rissman potential Food Lab design consultant.
- Review Henson memo to Dick Webber
- Telephone conversation with Claude Boyd USAID on Curriculum consultant
- Telephone conversation with Credo Sinyangwe concerning potential role in project
- Resubmit Curriculum consultant itinerary
- Review shipping instructions with purchasing and controller

September 29-October 3

- Discuss project with Chief-of-Party
- Re-schedule curriculum specialist
- Discuss project with curriculum specialist
- Telegrams to Chief-of-Party on curriculum specialist
- Review expenditures on account
- Discuss project with short term personnel

- Discuss project with Dean
- Discuss with regional contract officer shipping and payment to UNLV personnel under contract
- Review regional contract officer letter with UNLV controllers office
- Review shipping of equipment with UNLV purchasing department
- Memo on contract revision to Chief-of-Party
- Telephone instructions to Curriculum Consultant
- Telephone conversations with Charbo and Gomez, potential design consultants
- Telephone conversation with Project Manager USAID Santo Domingo

October 6 - October 10

- Telephone conversation with Chief-of-Party
- Discussion with purchasing on shipment of computer equipment to Dominican Republic
- Discussion with Mayflower on use of U.S. flag carriers
- Review request for library specialist
- Draft letter to Chief-of-Party on curriculum review
- Review request for photocopier from Chief-of-Party
- Review USAID requirements for use of U.S. flag carriers

October 13 - October 17

- Review budget
- Review specifications for copier
- Review credentials for short-term personnel
- Discuss short-term assignment with Steve Hall

October 20 - October 24

- Discuss with Chief-of-Party
- Contact additional long-term prospects for project
- Prepare credentials for food lab design personnel
- Deliver papers to Federal Express
- Discuss long term assignment with Cas Winniewicz
- Install computer equipment for Management Asst.
- Discuss computer assignment with Cumminge
- Discuss food design assignment with Levinson
- Discuss long-term assignment with Dean

October 27 - October 31

- Discuss assignment with N. Smyth at Caesars Palace
- Discuss copier with Management Assistant
- Discuss textbook requirements with Management Assistant
- Discuss food design assignment with Juan Prieto
- Discuss food design with Jose Gomez
- Discuss reporting procedure with Claude Boyd
- Discuss December travel to Santo Domingo with Elting and Ricardo Lora
- Review travel arrangements for December trip.
- Revise travel arrangements with airlines
- Review PR for copier

November 3 - November 7

- Prepare quarterly report
- Mail quarterly report
- Review implementation plan
- Mail implementation plan

- Post office and mail books to COP
- Contact Adam Lakritz about possible assignment
- Prepare credentials on Lakritz
- Discuss project with COP
- Draft letter to Cas Winiewicz
- Make reservation in Miami for interviews
- Discuss copier with purchasing

November 10 - November 11

- Meet with President and Dean on December travel to Dominican Republic
- Discuss project with short term candidate Klein
- Discuss project with Food and Beverage Design specialist Levinson
- Draft letter of appointment for Levinson
- Revise travel arrangements for December travel
- Discuss status of purchases with management assistant

November 17- November 21

- Discussion with Dan Sternfels on Curriculum Dev.
- Discussion with Grants & Contracts Supervisor on "over and above" salary payments
- Discussion with Dean on "over and above" salary payments
- Discussion with Dean concerning December travel
- Review with management assistant account structure for project
- Discussion with Chief of Party of project status

November 24- November 28

- Review information requirements with Food Design specialist
- Review information requirements with Library Specialist
- Review expenses of Curriculum Specialist with Grants and Contracts Supervisor
- Review candidates for curriculum development team

December 1 - December 5

- Meeting with Dean on travel to Dominican Republic
- Meeting with President on travel to Dominican Republic
- Discussion with Ricardo Lora on Dominican travel
- Prepare Memorandum of Understanding on required travel under project
- Meeting with media on Dominican Republic project.
- Meet with food laboratory design consultant
- Discussion with Chief-of-Party on project status

December 8 - December 12

- Review data for bio on curriculum development team
- Review data for bio on computer specialist
- Develop letters for Lora and Perez
- Meet with food laboratory design consultant
- Meet with grants and contracts supervisor on project budget
- Discussion with purchasing on copier arrival date
- Discussion with purchasing on delay on computer shipment
- Discussion with Management Assistant on special order of remaining computer parts

- Discussion with Management Assistant on air freight shipment of computer

December 15 - December 19

- Review data on ESL specialist
- Review purchase orders for blueprint copy for f&b design specialist
- Discussion of project with Chief-of-Party
- Deliver items for shipment to Chief-of-Party
- Discussion with Dean on project status
- Review shipping instructions on copier and computer furniture with Management Assistant
- Discussion with grants and contracts supervisor budget and account reimbursement procedure

December 22-December 26

- Review with management assistant status of purchased items
- Review bio-data sheet on management assistant.

December 29 - January 2

- Review with food lab design specialist status of work.
- Discuss with management assistant re-schedule of travel to the Dominican Republic for President and Dean.
- Review with grants and contracts supervisor account reimbursement procedures.
- Review data for six month report.
- Review status of curriculum review.

January 5 - January 9 1987

- Discuss status of blueprints on food lab with design specialist
- Discuss status of library review with library specialist
- Discuss curriculum review with specialist
- Discuss ESL requirements with specialist

January 12 January 16

- Review travel arrangements for Presidential visit
- Review status of equipment shipments
- Review curriculum specialist report
- Collect additional data for curriculum specialist report

TABLE 3. Home Office Support Provided By Management Assistant

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WEEK OF:

September 22-26, 1986

Discuss travel arrangements of Curriculum Specialist w/Director  
Make travel arrangements for curriculum specialist  
Create data base files on F. Charbo & J. Gomez, potential short-term personnel  
Follow up on transportation of COP's possessions with mover  
Process curriculum specialist's bio-data and send Federal Express  
Reconcile print-out of charges against account  
Send telegrams to COP re: Curriculum Specialist  
Process Purchase Requisitions (PR's) for computer equipment  
Process PR for COP's business cards

September 29-October 3

Correspondence to Regional Contracting Officer re: payment of UNLV personnel  
Correspondence to two potential short-term personnel  
Process letter of appointment for Curriculum Specialist  
Process itinerary for Curriculum Specialist  
Correspondence to Curriculum Specialist  
Process PR for Director's business cards  
Process orders for office supplies

October 6 - 10

Discuss transportation of COP's possessions with mover  
Process COP's travel claim  
Record notes of telephone conversation with COP  
Process IDR for office supplies  
Send telegram to COP re: itinerary of Curriculum Specialist  
Correspondence to potential short-term personnel  
Process itinerary for Curriculum Specialist  
Correspondence to Wagner--USAID  
Correspondence to COP re: curriculum review  
Create data base files on short-term personnel

October 13 - 17

Research photocopier (manufacturers, prices, etc.)  
Correspondence to COP  
Copy and forward wine course info to COP  
Reconcile printout of account charges  
Process PR for copying and binding contract

October 20 - 24

Process & mail credentials on potential short-term personnel to COP

Reconcile statement of phone charges  
Correspondence to COP  
Discuss transportation of COP's possessions with mover  
Deliver contract for copying and binding and pick up when finished  
Create data base file on C. Levinson, Food Lab Design Specialist

October 27 - 31

Process PR for dictionary for COP  
Process PR for textbooks for UCMM library  
Process & forward bio-data sheets on potential short-term personnel  
Correspondence to COP  
Process expense reimbursement for Curriculum Specialist  
Discuss computer equipment with Director  
Discuss travel arrangements for December trip with Director  
Process PR for copier  
Process IDR for computer software  
Process order for printing services

November 3 - 7

Correspondence to Project Manager  
Make travel arrangements for Maxson/Vallen/Stutts December trip  
Correspondence to C. Winiewicz  
Create file on C. Winiewicz  
Create file on A. Lakritz  
Correspondence to COP

November 10 - 14

Process order for printing services  
Process IDR for office supplies  
Discuss status of purchases with Director  
Send telegram to UCMM Vice-Rector  
Correspondence to UNLV Grants & Contracts Supervisor  
Process expense reimbursement for COP  
Correspondence to Curriculum Specialist re: expense reimbursement  
Research deduction from Curriculum Specialist payment  
Process letter of appointment for Food Lab Design Specialist

November 17-21

Process PR for voltage adapter  
Process PR for calculator  
Process PR for wine reference book for COP  
Reconcile statement of phone charges  
Correspondence to UNLV Grants & Contracts Supervisor  
Correspondence to COP  
Initiate travel request for Stutts and Vallen  
Discuss account structure with Director  
Reconcile printout of account charges

November 24-28

Process Percent of Effort reports  
Correspondence to UNLV Grants & Contracts Supervisor  
Make travel arrangements for Food Lab Design Specialist  
Pick up voltage adapter at vendor

December 1 - 5

Arrange for document translation and payment of translator  
Process expense reimbursement for curriculum specialist  
Process itinerary for Food Lab Design Specialist  
Process two PR's for Spanish-English dictionaries

December 8 - 12

Process PR for special order of remaining computer parts  
Process COP's expense reimbursement  
Discuss w/Director & Shipping Dept. shipment of computer equipment  
Process dictionary order for COP  
Correspondence to COP  
Correspondence to personnel at UCMM and USAID  
Correspondence to UCMM chef  
Research copying of blueprint and process PR

December 15 - 19

Reconcile statement for phone charges  
Correspondence to Project Manager  
Follow up on COP's medical claim  
Reconcile printout of account charges  
Discuss shipping of copier and computer with Director  
Cancel PO for copying blueprint and process PR to different vendor  
Correspondence to Grants & Contracts Supervisor re: software purchase

December 22 - 26

Phone publisher and process PR for Spanish-English dictionaries for home office  
Process PR for office supplies for COP  
Correspondence to COP  
Arrange for shipment of copier  
Ship books to COP  
Discuss status of purchases with Director

December 29 - Jan. 2

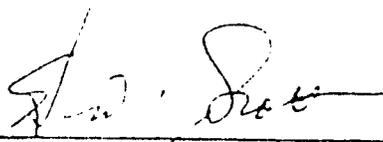
Reconcile statement of phone charges  
Send telegram to COP  
Initiate travel request for Food Lab Design Specialist  
Process letter of appointment for Stutts  
Discuss w/Director rescheduling travel to D.R.

FINANCIAL

Table 4 provides a description of the expenditures incurred under the project.

TABLE 4. Expenditures Under Contract No. 517-0157-C-00-6033-00.

<u>Budget Line Item</u>	<u>AID</u>		<u>Expenditure to Date</u>
	<u>Budget</u>	<u>Expenditure this Quarter</u>	
Salaries	410,009.00	21,472.62	25,909.29
Fringe Benefits	29,086.00	3,177.40	3,800.44
Travel	103,395.00	13,366.05	19,626.94
Per Diem	68,980.00	1,014.50	1,014.50
Other	107,830.00	11,096.86	15,042.30
Allowances	40,769.00	1,468.25	1,884.92
Indirect Cost	<u>103,012.00</u>	<u>* 3,826.24</u>	<u>* 3,826.24</u>
	<u>\$863,081.00</u>	<u>\$55,421.92</u>	<u>\$71,104.63</u>

  
 \_\_\_\_\_  
 Harold W. Scott  
 Assoc. V.P. for Business Affairs/Controller

\* Indirect Cost lags behind other charges because they are taken manually.

## PERSONNEL

Table 5 indicates the personnel employed under the contract during this reporting period and their assignment.

TABLE 5. Contract Personnel.

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Robert Elting	Chief-of-Party
Joyce Jeary	Management Assistant (Home Office)
Gerald Lattin	Curriculum Specialist
Charles Levinson	Food Laboratory Design Specialist
Alan Stutts	Director (Home Office)
Elsa Booth	Language and Translation Assistant (Home Office)