




IMMEDIATE NEED REQUEST

2016 - 2017

Approved in
Cabinet
5/19/17

Bill Smith



Requested by: William Eastham		Technical Services	
		Date to VP: 5/8/2017	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Media Services Department Radio/Television Department		
Division:	Technical Services/ Arts Division		
Vice President:	Administrative Services/ Instruction		
		Date to Cabinet:	
		Outcome:	

Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1. Purchase iMedia logger software and hardware	Due to unanticipated technical issues, the KSAK broadcast radio station currently does not have a functional audio logging system. The audio logging system records everything that is said on-air by student broadcasters, and provides essential evidence in case there is a listener complaint about programming content on the station. This combination of software and hardware comes pre assembled with all software installed and is guaranteed to operate with our existing WheatNet audio infrastructure. This hardware/software combination needs to be available for installation by our professional expert (see below) during the June break between Spring and Summer semesters.	\$3,585	X		
2 Hire independent contractor to complete custom configuration of the Wheatnet network to meet the current requirements of the RTV radio broadcasting program.	Due to some unusual configuration requirements for the 9 radio consoles that comprise the instructional radio studios, Tech Services staff have been unable to completely configure the WheatNet network to meet the requirements of the instructor. In order to meet the needs of the program, we need to bring in an outside engineer that has a comprehensive understanding of the requirements and the methods for achieving them. The RTV program has located an engineer that meets these requirements.	\$6,000	X		
Account Number(s):		\$9,585.00			

**** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.**



radio station

Irene Malmgren to: Michael Gregoryk

Cc: Laura Martinez

05/09/2017 02:49 PM

Hi Mike,

I just received the email below. Did the Immediate Needs Request you submitted today cover both items? Bill, Sue, Mark and Tammy all agree this is what's needed to finally finish the project!

Irene



Irene M. Malmgren, Ed. D.

Vice President of Instruction

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From: Sue Long/ArtsDivision/MtSAC
To: Irene Malmgren/InstructionOffice/MtSAC@MtSAC
Date: 05/09/2017 02:24 PM
Subject: Fw: email for Irene RE: radio station

----- Forwarded by Sue Long/ArtsDivision/MtSAC on 05/09/2017 02:23 PM -----

From: Mark Lowentrout/ArtsDivision/MtSAC
To: Laura Martinez/InstructionOffice/MtSAC@MtSAC
Cc: Sue Long/ArtsDivision/MtSAC@MtSAC
Date: 05/08/2017 03:50 PM
Subject: email for Irene RE: radio station

Hi Irene,

Thank you for your voice mail message letting me know Bill Eastham had approved 80 hours for a radio engineer to complete the remaining work at our new radio station. Since that message, the situation has evolved and Sue and I want to make you aware of those changes.

Simply stated, we need two items to complete the process

*We need funding for the radio engineer, projected to be \$5,000. While Bill had budgeted 80 hours for this position, it was set at \$30 per hour. The engineer, Barry Victor, who has done work for the college in the past, has a day rate of \$1,000 and is estimating five days of work to complete the station. So, we would be hiring Barry as an independent contractor. Moreover, when this is submitted to the Board for approval, Sue and I think it best to allow for a maximum of \$6000 just in case the job is more involved than anticipated and requires an additional day. That way we're covered and don't have to go through the process of getting him Board approved again, which would push the process out another month.

*We also need funding for a new skimmer system at approximately \$3000. The skimmer system records all station programming so it can be reviewed by both the station and the FCC, should the need arise. This system is mandated by the FCC--we are currently out of compliance. This particular system is the lowest priced system that will meet our particular needs. It is a turnkey system that will simply require we plug it in--it represents no further delays or additional costs, beyond the system itself. Tammy, Sue, Bill and I