

IMMEDIATE NEED REQUEST
2017-18

Approved in Cabinet 2/20/18 Bill Smoggin



Requested by: (Unit, Department, Division or Vice President)			
		Date to VP: 14-Feb-18	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Commercial & Entertainment Arts		
Division:	Arts	Dr. Sue Long	Outcome:
Vice President:	Instruction	Dr. Irene Malmgren	

Budget Request(s) (List in Priority Order)	Justification for Request(s) <i>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</i>	Funds Requested **			Funding
		Amount	One-time	Ongoing	Approved
1. Increase Lab Tech - Radio Broadcasting position from 10 to 12 months	<p>1) FCC rule 47 CFR & 73.1125 states that "Stations must have one full-time management level person and one full-time staff person assigned to their main studios." "For stations that only have one studio and four or fewer full-time employees, the FCC says it does not intend to limit the ability of the management-level personnel to leave the studio to conduct business so long as the management employee reports to the main studio. However, there still must be at least one person at the station during normal business hours." To move toward compliance, we would, at a minimum, extend the Lab Tech position from 10 to 12 months. We will continue to request a second PPT (19 hrs/wk/12 mo) position through the PIE process until this regulation is met.</p> <p>2) In addition, Jason Shiff, our Radio Broadcasting Lab Tech has been an essential player in moving our radio stations from the analog to the digital world. In addition to his daily operations tasks, these tasks include:</p> <p>a. Building out the Mt. Rock station. This involved creating an all-new station format including liners, jingles and station imaging to reflect the new style.</p> <p>b. Creation of all new coding of music and elements in the new Enco Dad automation system.</p> <p>c. Updating of music library.</p> <p>d. Creating an electronic legal document form system to meet FCC requirements. This includes operator logs, daily programming logs and FCC quarterly reports, as required by law.</p> <p>e. Assisting students in production, post-production and on-air delivery in the new</p>	5,352.00			X
Account Number(s):	11000 371040 251000 060400 2100				