Volume I. Issue 4

www.collegebroadcasters.org

Collegiate Broadcasters, Inc.



#### Student Production Contest Deadline May 21st

It's time to start preparing your entries for the 2004 CBI National Student Production Awards contest! CBI member stations will soon receive a mailing with an official call to enter, contest rules, and entry forms.

Awards coordinator Warren Kozireski has announced six new categories, bringing the total number of categories to 25. The contest includes categories for both radio and television. Among the new categories are Best Special Broadcast, Best Regularly Scheduled Entertainment Program, and Best Station Promotion. This is CBI's third annual awards contest. The entry deadline is May 21, 2004.

Be on the lookout for the awards brochure, and be sure you're saving all of the great work to submit from your station. Nothing like being a national finalist or national winner to build the resume and to help enhance your station image on campus.

The rules and categories are also available online. Check www.collegebroadcast ers.org for updates.

### Take a bite of the 'Big Apple'

New York, New York, A Wonderful Town...

eet and learn from those who made it in New York City
You'll want to join hundreds of college media students and advisers at the Roosevelt Hotel in New York City March 18-20 for the 2004 Spring National College Media Convention. CBI Broadcast session coordinator Eloise Greene has planned an outstanding conference full of media professionals who will help you and your organization grow.

Make no mistake, College Media Advisers puts on this event and deserves the credit for making this conference available to students and advisers in the "Big Apple". If you have never been to New York City, it is an experience that can not be described in words. You have to experience it to believe it!

CBI, through its partnership with CMA has coordinated ALL of the broadcast sessions. Using our contacts, we have developed a series of sessions that allows you to see the world through the eyes of those who have made it in the city that never sleeps.

earn how to get a job with a record company from Jim Chambers of Octone Records and Susan Feigenbaum of Arista (among others). Find out what it takes to get a professional television sports remote on the air from start to finish with Julianna Barbieri of ABC Sports. Listen to Martin Di Cara of WCBS Newsradio describe a typical day for a radio news reporter in a big market. Interested in long-form television news? Christopher Martin, producer for CBS' "60 Minutes II" will explain the business of television news magazines.

And that's just a few of the sessions! A complete list of CBI-planned sessions is available on the CBI Web site (http://www.collegebroadcasters.org/sessions.shtml).

The New York conference is also filled with a slew of tours and events that exemplify why this city never sleeps. See the inner workings and behind-the-scenes action at American's favorite morning show, maze through the hustle of the "newspaper of record," cheer in the crowd of a live studio audience, and see the city through the eyes of its writers, poets, and artists.

o help with your planning, tours and events will be available for online registration prior to arriving in New York. Registration for tours and events began February 17 at the CMA Web site



(www.collegemedia.org) on a first-come, first-serve basis. Don't delay in making your plans... there is still time to register.

On-site registration will allow students and advisors to take full advantage of the New York experience. Stay tuned to the CMA Web site (www.collegemedia.org) for updates on tours and the addition of new activities. Information about how to register while at the 2004 Spring National College Media Convention will also be made available.

Our close relationship with CMA allows CBI to program the broadcast sessions for this CMA event, and more importantly, for educational broadcasters.

Check the CBI Web site (www.collegebroadcaster s.org) for updates!

"The City so Nice they Named it Twice" - David Letterman



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Development

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**Clay Stimeling** 

StudentRep@CollegeBroadcasters.org

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Warren "Koz" Kozireski

past\_chair@CollegeBroadcasters.org

### CBInsights staff

Editor

Larry Burkum

lburkum@mchsi.com

Publication Design Bill Neville

bneville@georgia southern.edu

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Questions? Comments? Suggestions? Items for this newsletter? Please contact CBI.

Phone: (585)-395-5626; (713)-348-2935 Web: http://www.collegebroadcasters.org

Collegiate Broadcasters, Inc.

Post Office Box D Austin, TX 78713

# Tick... Tick... Tick... What's inside the clockworks of college TV?

**By S. Redd Tannenbaum** *ICTV* 2003 Station Manager *Ithaca College* 

eing Station Manager for a large, college TV organization this past year was a pretty incredible experience for me, functioning as a leader, a volunteer, and a student. It was a challenging, but rewarding position, and one I am more than glad I decided to take. I remember the month before I became Station Manager, looking over the current system, and thinking about what I wanted to change. How was I going to accomplish my goals, and especially, how was I going to motivate my fellow volunteers?

The big challenge for college television production is motivating volunteers to do their best. With no paycheck and no class credits, the benefits of the late nights/early mornings, and the missed weekends aren't immediately apparent. Yes, there are issues with equipment and with technical expertise, especially for students new to the field. Student television lacks flashy sets, high quality props, and fancy special effects. These things can be overcome. But without a motivated, enthusiastic crew, college television is just students and a lot of expensive electronics.

ow do you keep people excited about what they're doing so they keep doing it? As I look back on my experience, this is the most important lesson I've learned. The sense of camaraderie and teamwork that accompanies every successful telecast is vital to success of a college television station as a whole. It is this, peer motivation, that is the responsibility of the student leader.

For me, motivation meant giving up my breaks between classes to personally visit with each producer, to make time to sit down and talk about their concerns regarding their program. It meant taping my

Station identity allows a larger community to form and helps to network students beyond just their production units...

"

favorite network shows, so that I could spend a few hours each night watching the programs they had produced, and sending them a "Good Job" email, even if it was just because their lighting looked better this week. It meant showing the producers that not only the staff manager but their peer manager watched their work, and appreciated the time and effort they put into it. And that is the producers! We have to create opportunities for peer motivation that keeps every participant active and believing their contribution matters. In the case of our largest production unit,

"NewsWatch 16" (a live halfhour three times a week), more than sixty students volunteer for the experience and the satisfaction that come with doing a good job. When a photographer and reporter spend hours in the cold at the local Maple Festival, only to discover that "the audio isn't usable," after the initial disappointment they need to not give up but rework the story with voice over video. Other media organizations need unity, but rarely function in such a way that even the lowest ranking person's actions can dramatically affect the final product. Because a television crew relies on so many people (an average of 20 in our case), they need to understand the importance of their role and work together harmoniously.

otivation comes different forms, from hands-on helping out to role modeling in a less structured setting. The student Station Manager has a responsibility to set the tone of a station, and the level of commitment to which contributions can be measured. Obviously this individual's level of involvement needs to be very high. It's one thing for participants to think, "The Station Manager is doing a lot," and another for them to think, "He must keep a cot somewhere behind the editing equipment." If the Station Manager is seen giving 110% in station activities, other volunteers are more likely to give 100% towards their specific task.

The positive potential of role modeling in student motivation is not always recognized or utilized by the student leader. I learned that peers do view a leader as a role model, which can be awkward. The key to successful student motivation, from the position of a student Station Manager, is to find a balance between the professional and collegiate life.

The student leader, the liaison between the 'official school administration' and the student volunteers, must foster an inviting atmosphere that is acceptable for both good times and quality media production.

n a station the size of ours, which has typically 275 student volunteers and 20 production teams each semester, organization identity is at times an abstract concept because volunteers' main focus is their shows. Station identity allows a larger community to form and helps to network students beyond just their production units. One way is for the shows to schedule special productions that are open to everyone to work on - like live, election night coverage of local races, or a music video 24hour marathon.

Continued on page 5

#### Student Board Member Selected

Electronic media students now have one of their own on the CBI Board of Directors. In accordance with CBI Bylaws, the CBI Board selected Clay Stimeling from a number of qualified applicants.

Stimeling is the Operations Manager for WMUL-FM and a sophomore Radio/TV major at Marshall University in Huntington, West Virginia. He has previously worked professionally at a small market radio group as Production Manager and on-air personality. He says he is aspiring to be a talk radio host, minus pain-killers and political party nonsense. Stimeling may be reached via e-mail at StudentRep@collegebroadcasters.org.

The CBI board wishes to thank all who applied for the position. Making the decision was not an easy process for the board as each applicant brought unique qualities and experiences. In the end, it was Clay's application that stood out.

#### E-Mail Lists Offer Info & Discussion

One of the best benefits of CBI is the sharing of knowledge and experience through the e-mail discussion lists. CBI now offers four e-mail lists for its membership:

- CBI This is a general discussion list. CBI encourages ALL to participate on this list as it covers issues of relevance to ALL CBI members.
- CBI-FS This is list is restricted to faculty and staff who work with student electronic media. The reason for this list is to allow faculty and staff to discuss issues that are specific to them, including tenure, supervision and other specific issues.
- CBI-TV This is a list for those interested in helping CBI and its membership to discuss TV and video related issues.
- CBJob This is a free service with job openings at stations from around the country.

CBI will be continue to work with its members to develop new tools and services for current and future members. We welcome your suggestions and contributions! CBI is here to serve all those involved with electronic student media!



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#### **Key to Media Success: Leadership**

by ELOISE GREENE

Television Operations Manager Park School of Communications, Ithaca College

In a separate article Ithaca College Television's "retiring" student Station Manager lends his perspective on college television leadership. Redd sees volunteer motivation as key, and student leaders' responsibility as fostering that motivation. Most television volunteers develop an allegiance to the production team they work on – a sense of overall station unity is harder

It is not uncommon for students to enlist with a show in their freshman year, and continue to work on it for five or more semesters. Sometimes series run out of steam; either there isn't leadership to carry it on or the concept grows tired. Other shows enjoy a "Gunsmoke"-like longevity - ICTV's video magazine, "Panorama," has been in continual production since 1977, newscasts and football since the 1950s, and the music video and movie review programs more than a decade.

New series are welcome, but we introduce just a few each semester because they are uncertain enterprises. The majority of the series should have a production history because this provides continuity, stability, and a track for students to move into positions of more responsibility, such as producing. Any time you can establish continuity in something as ephemeral as student TV, that's a good thing.

For those attending the Spring Student Media Convention in New York City, "Leadership in Student Media" is the topic of a two-part CBI session to be presented by Melanie Stone, manager of WUMS-FM and University of Mississippi journalism professor. The first session focuses on the personal development of the student as leader. The second session focuses on leading by example, going first, daring to do the right thing, encouraging others, and conflict resolution.

EDITOR'S NOTE: CBI welcomes the contributions of Ms. Greene and her thoughts concerning college television operations. We also recognize that each station's situation is unique, but believe we all benefit from sharing our ideas. We therefore encourage others to contribute to CBInsights as well.

#### Tick... Tick... Tick...

Continued from page 2

Station unity was bolstered last year by selling clothes imprinted with our station logo. Some of the shows had their own imprinted items, so we weren't sure how the ICTV apparel would go over. Producers helped by staffing the order table. By the end of the two-week sale we had collected over \$2,000 (allowing us to donate \$400 to a local museum) and sold more than a hundred items. Another way to build a sense of organization is an annual Television versus Radio Softball Game; not a serious athletic competition, but an activity that brings people together for fun. The radio and TV station volunteers join at the end of each academic year for "Just Desserts," a sit-down affair in the college's main reception room, where acknowledgements/awards are given and pastries are served.

ure, this may be "just" a college television station, and we may not always hit the nail on the head with our programs, but this organization has been able to keep its volunteers dedicated in a way I didn't think possible. Every year more students join the station for no clear-cut or guaranteed rewards, but who remain involved because they are excited and enthusiastic about the collective goal of television production. And I am proud to say that I was a part of cultivating and encouraging that enthusiasm.

EDITOR'S NOTE: CBI welcomes the contributions of Mr. Tannenbaum (stannen1@ithaca.edu) and his thoughts concerning college television operations. We also recognize that each station's situation is unique, but believe we all benefit from sharing our ideas. We therefore encourage others to contribute to CBInsights as well.

# Winter-Spring 2004

# LOW- or NO-COST PR IDEAS F

From the home offices in New York, and Texas here are the Top Te station's public profile

- (10) Banners at campus concerts / Talent introduces band: Ma dent government and, in many cases, they're responsible arrangements to hang your banners around the venue ar band(s) along with a station plug.
  - Public Address announcements at campus sports events ries any sports broadcasts or talk shows. Supply your Sp **(9)** second) station plugs about shows that audience at that least, if you carry the games, a general announcement t on...with a website reference if you webcast.
  - Professors PR: If you carry any talk or educational pro the semester starts to professors in a department that I **(8)** as Political Science for government, etc) with show day for extra credit in their respective classes.
  - Program Director-DJ Communication: Simple conce the next days air staff with station promo items that r **(7)** "group" on your e-mail account.
  - Bumper Stickers (3 Ideas in One): You already paid peel-off pay for them), now get them on vehicles. **(6)** 
    - Start with the campus shuttle buses, campus athle hicles since these are seen all over campus regular
    - If your station reaches off campus, consider a free channel tie-in) if the car has a sticker on the back B)
    - Work with campus parking and safety offices an to the front door for any major campus happeni C) ins for radio).
    - Mix Tapes: Provide mix tape of station music with cal high school and college sports events. They on **(3)** to send a fresh one every few games. Make sure, o sic for this purpose.
    - Testimonials: Take a tape recorder or mini-disc a from local business owners / town officials especi **(2)** their friends that heard it and realize more peop
    - New Student Move-in Day setup: You need to re on campus in the fall. Set up a display in the mic **(1)** with Recruitment Meeting information. Now sh don't want to join, when they set up their stered they're new, your station is preset number one

(Adapted from CBI National Conference session entitled Carnes and Bryant Martin from Texas State University-San

www.collegebroadcasters.org 5

## OR YOUR STATION

on Low- and No-Cost ideas for boosting your

any of your organizations are tied to stufor bringing concerts to campus. Make nd have your on-air talent introduce the

: This especially works if your station carports Information Office with short (10 game would be interested in. At the very hat all (school name) (sport) can be heard

ogramming, send a letter 4-5 weeks before may be affiliated with the show content (such y and time so they may include in the syllabus

pt of the PD sending out a daily e-mail to leed to be talked about. Set it up as a daily

for them (or even better had sponsors on the

tic vans & buses and campus maintenance staff ve-

car wash for x number of minutes (use frequency or

d set up preferred parking for cars with stickers next ng. Just need the staff on site to monitor (and do call-

a ID drops for pre-game/halftime play at your loly have a few CD's and are tired of them. Be sure of course, you have legal permission to use the mu-

round town and record testimonials from store ally around the holidays. They'll get calls from le listen to/watch your station than they thought.

ecruit new members. Get them the day they walk ddle of the freshmen halls and have flyers ready nake hands and talk about your station. Even if they as and don't know any other station in town since or they know what channel to tune in for TV.

50 Low Cost or No Cost PR Ideas in 50 Minutes by Carrie Marcos and Warren Kozireski from SUNY-Brockport)

## **License Renewal Reminders**

On January 16, 2004, the Federal Communications Commission issued a Public Notice clarifying license ownership reporting requirements (see http://hraunfoss.fcc.gov/ edocs public/attachmatch/DA-04-51A1.pdf for the complete notice). FCC-licensed radio and television stations scheduled to file license renewal applications in 2004 must also file an ownership report when they submit their license renewal applications. This onetime occurrence will permit the synchronization of the biennial and license renewal ownership reporting requirements. This includes radio stations located in Arkansas, Colorado, Illinois, Indiana, Iowa, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Montana, North Dakota, Ohio, South Dakota, Tennessee, and Wisconsin. It also includes television stations in the District of Columbia, Puerto Rico, the Virgin Islands, Alabama, Florida, Georgia, Maryland, North Carolina, South Carolina, and West Virginia. These stations will then file biennial ownership reports in 2006 and every two years

One new requirement for completing the FCC's license renewal application (Form 303-S) is that stations must indicate their FCC Registration Number (FRN). This is a new 10-digit identification number that, under the federal Debt Collection Act of 1996, the FCC must request from anyone doing business with the FCC. A station's FRN can be obtained on the FCC's Web site (www.fcc.gov/) or by manually submitting FCC Form 160, which is available for download at http://www.fcc.gov/formpage.html. Stations also may call (800) 418-3676 to request their FRN. Questions concerning the FRN should be directed to the FCC's Registration System help desk at (877) 480-3201, or at CORES@fcc.gov.

Stations must file the license renewal application (form 303-S) electronically. The FCC's Equal Employment Opportunity rules require that all licensees submit FCC Form 396 (Broadcast EEO Program Report) in advance of, or together with the license renewal application. Form 396 must also be filed electronically.

While most stations are able complete these forms by themselves or with the help of the licensee's counsel, CBI is able to provide legal guidance from its own counsel AT A DISCOUNT! Contact CBI to take advantage of this membership benefit! (Not a member? Use the membership application form included in this newsletter, or on the CBI Web site (www.collegebroadcasters.org/).

## Arkansas, Louisiana and Mississippi

FCC licensed radio stations in Arkansas, Louisiana and Mississippi should have filed an application for license renewal by February 1, 2004. Additionally, these stations, as part of the license renewal application process, must broadcast announcements that provide notice of the application filing and invite comment from the public. Post-filing announcements are to be aired on the first and sixteenth day of the month in February, March and April.

For noncommercial educational stations , at least three post-filing announcements must be broadcast between 7 a.m. and 9 a.m., and/or 4 p.m. and 6 p.m.; at least one announcement between 9 a.m. and noon; at least one announcement between noon and 4 p.m.; and at least one announcement between 7 p.m. and midnight. For radio stations that do not operate between 7 a.m. and 9 a.m. or between 4 p.m. and 6 p.m., at least three of the required announcements must be made during the first two hours of broadcast operation. Noncommercial educational stations need not broadcast the announcement during any month during which the station does not operate.

## Indiana, Kentucky and Tennessee

Broadcast licenses for radio stations in Indiana, Kentucky and Tennessee expire August 1, 2004. The FCC requires that applications for license renewals must be filed no later than four months prior to the expiration of the license, or April 1, 2004, for these radio stations. In addition, as part of the license renewal application process, these stations must broadcast announcements that provide notice of the application filing and invite comment from the public. Pre-filing announcements are to be aired on the first and sixteenth day of the months in February and March.

For noncommercial educational stations , at least two pre-filing announcements must be broadcast between 7 a.m. and 9 a.m., and/or 4 p.m. and 6 p.m. For radio stations that do not operate between 7 a.m. and 9 a.m. or between 4 p.m. and 6 p.m., at least two of the required announcements must be made during the first two hours of broadcast operation. Noncommercial educational stations need not broadcast the announcement during any month during which the station does not operate.

Sample Pre-Filing and Post Filing Announcements (PDF file) are available for a station's use at www.fcc.gov/mb/audio/renewal/2003-06-pre-post-renewal-announcements.pdf. The script is also available in Section 73.3580 (d)(4)(i), page 327 of the Code of Federal Regulations, which should be in your Public File. Keep a log and file a report of the exact times these announcements aired for your Renewal File in your Public File, as well.

Station license renewal can seem like a complicated task. It is really pretty easy, but if you have not been through it and want some help, just let CBI know!

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"Over 15,000 games on Comrex codecs, and the NBA has never lost a broadcast."

—Doug Lane, ISDN Technical Consultant to the NBA and Technical Director for WEEI

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Stat	tion	School	affiliation	
Address				
Station E-Mail		Primary Contact (if not Adviser)▼		
City	/State	- 22	.88 69	
Zip Code/ Postal Code				
Station Phone				
Fax				
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	nual Operating Budget? /es, which satellite/format (i.e. PRSS, SEDAT, Video			
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#### The 411...

## Webcasting & Recordkeeping Update

CBI has been the leader for college stations concerning Webcasting. We continue to demonstrate leadership on this issue as well. No other organization provides as much pure information on Webcasting as CBI. We have been involved in every aspect of these issues and will continue to fight for your webcasts!

SoundExchange has posted the 2004 Statement of Account forms needed to calculate Webcasting fees and to generate payment. These forms are also available from the CBI web site (www.collegebroa dcasters.org). Are you past the deadline? CBI can help! Contact us **TODAY**!

If you have any questions concerning Webcasting royalties or other matters concerning your broadcast operations, please feel free to contact CBI Chair Will Robedee at chair@collegebroadcasters.o rg, or visit the CBI web site (www.collegebroadca sters.org).

CBI is actively involved in the following Webcasting topics: historic recordkeeping requirements, future recordkeeping requirements and future rate negotiations. CBI has also worked with other organizations to address concerns over campus licenses with SESAC and advised on a recent settlement which will benefit your station and your campus!

#### **CBI Membership: What's In It For My Station?**

CBI represents students involved in radio, television, Webcasting and other related electronic media activities. We are active in shaping the future of college media, as evidenced by the Webcasting negotiated settlement. CBI recognizes that each station is different. We respect those differences and more importantly, we applaud them. We help each station by informing them of changes in the laws, rules and regulations. We also facilitate the discussion of issues related to student-operated electronic media. Membership benefits include:

Four e-mail lists, which provide students, advisers and professional staff members a forum to share ideas and ask questions. Answers to questions come from all perspectives, including peers, industry professionals and even the FCC! (See details

- on the lists on page three of this newsletter)
- Discounted spring and fall conference registration for station staff. If you send at least four members to a conference, the registration savings will more than pay for membership!
- Each member station is entitled to enter the annual National Student Production Awards, including new categories this year! The \$25 entry fee per category is waived for CBI members.
- CBInsights newsletter, published monthly in electronic form and mailed to stations across the nation four times per year!
- Discounted rates at Live365! (25% discount on the Live365 setup fee, 15% off monthly streaming fees)
- Discounted Engineering services. CBI has worked with Communications Technologies, Inc. to offer a 10% discount for members above the already discounted rates for NCE stations!

- LPB discounts! 5% on Equipment and the 10% for Services.
- Networking. CBI partners with many local, regional and national organizations. Your membership allows you access and visibility to representatives from these organizations.
- Legal Consultations. (Contact a board member for access to these privileges. Contact information is included elsewhere in this newsletter)
- and lots more!

Why not join CBI today and start saving money! You'll find a membership application included in this newsletter. While you are saving money, the organization works to protect your interests on a national level and offers many other benefits including information about awards, scholarships and ideas to improve your station. Visit the CBI web site (www.co llegebroadcasters.org) for more information.

#### More LPFM Stations Likely - CBI to help Members

In a report to Congress, the Federal Communications Commission (FCC) recommended the elimination of distance separation requirements that prohibited certain LPFM applications from being processed and others from being filed. If Congress accepts the recommendations of the FCC, which are based on the Mitre Report and prior experience at the Commission, and changes the law accordingly, there will be a window of opportunity for new LPFM stations.

According to reports, Commerce Committee Chair Sen. John McCain has reacted favorably to the report and said he would back up the FCC with action. For many current and future CBI members, this means that an opportunity to obtain an FCC license might be on the way.

CBI will be following this closely for its members and offer reports in a timely manner on its e-mail list. You can't count on any educational media organization to supply extremely timely information on this or any other issue in printed form... but you can rely on the CBI list!

All along, the FCC had been receiving objections to the new service from many existing broadcasters, including NPR stations operating reading services on sub-carriers and commercial broadcasters, among others. One of the major complaints concerned interference from these new stations operating on third adjacent channels (e.g., 91.1 to 91.7). On September 28, 2000, the FCC modified the original LPFM rules by instituting changes that required new LPFM stations to maintain a specified distance from third adjacent stations that operated radio reading services, pending further analysis.

Pressure from broadcasters continued in Washington and resulted in legislation that was signed into law by President Clinton in December, 2000. This law required the FCC to impose third adjacent channel minimum distance requirements on all LPFM stations.

In March of 2003, the FCC issued a large list of station applications that were dismissed due to failure to adhere to the third adjacent channel spacing rules. This list of

applicants from the first two filing windows top the list of those likely to benefit initially from any potential changes in the FCC's rules.

While nothing has happened to allow those interested in LPFM stations to apply for a new license, the path that might lead to the destination may have been illuminated. Of even greater interest for those seeking an LPFM license, is the fact that the FCC has made it clear that LP-10 applications would not be considered until LP-100 applications had been processed. This may help bring LP-10s into reality in the near future. In February 2003, the FCC announced a March 2003 window for new and major change translator applications. An onslaught of applications flooded the FCC. This flood has likely precluded (in some cases unfairly) numerous LPFM applicants, including those originally prohibited in the first two LPFM windows and subsequent windows.

What does this mean to you and your station? If you are seeking an FM license, it means that you should join CBI today and register your interest in order to be notified via e-mail of changes to the the LPFM laws and regulations. You may want to take advantage of the CBI member discount with a respected consulting engineering firm closely associated with CBI, Communications Technologies, Inc. (CTI). CTI has assisted multiple LPFM applicants since the inception of the service, with several of these applicants successfully being granted construction permits. Laura Mizrahi of CTI observes that the elimination of third adjacent channel protection requirements could also permit more optimum LPFM transmitter sites locations, in some cases, where terrain issues are a factor in a station's coverage. If your application or station is involved in a third adjacent channel relationship, it may be beneficial to have the allocation study reviewed should these proposed Rule changes ultimately be enacted.

Excerpted from an article on the CBI web site. Readers who want more information on this and related topics are invited to visit www.collegebroadc asters.org.