



**Broadcast Educational Media Commission Meeting Minutes  
2470 North Star Rd., Columbus, Ohio 43221  
September 10, 2015**

**I. Opening**

10:055 a.m.; Commission Chairman Mark Filippell opened the Broadcast Educational Media Commission (BEMC) meeting.

**II. Roll Call**

10:05 a.m.; Fiscal Administrator Sue Price conducted roll call.

Members Present: Chairman Mark Filippell; Commissioner Stephen Black; Commissioner Bruce Hawkins; Designee Melissa Huffman; Commissioner Jan Osborn; and Designee Lynn Trinko. (Commissioners Michael Stinziano and Commissioner Curt Steiner joined the meeting later.)

Members Absent: Commissioner Ronald Amstutz; Commissioner Stephen Freeze; Commissioner John McClelland; Commissioner Christine Merritt; Commissioner George Sarantou; ~~Commissioner Michael Skindell~~; and ~~Commissioner Curt Steiner~~. (Mr. Skindell arrived at 10:13 a.m. and Mr. Steiner arrived at 10:15 a.m.)

Also present: Executive Director Geoffrey Phillips; Assistant Attorney General Reid Caryer; Chief Engineer Craig Stevenson; Director of Broadcast Operations Dave Johnson; Chief Information Officer Laura Bryson; Fiscal Administrator Sue Price; and interested citizens.

Mrs. Price declared a quorum present.

**III. Oath of Office Ceremony**

10:06 a.m.; Explaining there have been various re-appointments and designee changes, Mr. Filippell inquired if there were objections to conducting a group ceremony?

With no objections, the following participated in a group Oath of Office ceremony: Chairman Mark Filippell, Commissioner Stephen Black, Commissioner Bruce Hawkins, Designee Melissa Huffman, Commissioner Jan Osborn, and Designee Lynn Trinko.

**IV. Resolution 16-58: Acceptance of June 4, 2015 Minutes**

10:12 a.m.; Ms. Huffman moved and Mr. Black seconded to accept minutes of the June 4, 2015 Commission Meeting.

AYES: Mr. Filippelli; Mr. Stephen Black; Mr. Hawkins; Ms. Huffman; Dr. Osborn; and Ms. Trinko.  
NAYS: None  
ABSTAIN: None

Executive Director Geoffrey Phillips reported there will be an executive session later in the meeting to discuss two topics and BEMC's modernization project, a \$2.7 Million central casting venture bringing together all stations and all broadcast from this facility, would be discussed first, out of agenda order, to accommodate Consultant/Project Manager John Luff's availability.

**V. Modernization Project Update:**

Mr. Luff joined the meeting via an audio call to discuss where we are and where we have been: There are five phases to the project: 1) Concept, goals and measures are determined. This work was completed about 2½ years ago; 2) Decisions and documentation about the project timeline and procurement process is defined;

(Commissioner Stinziano arrived at 10:13 a.m.)

...3) Budget is defined; 4) Detail of computer network is documented, critical for construction phase. Equipment is in the process of being ordered now. By the end of the procurement process, all risks are very reduced; and 5) Completion, at which time financial and technical risk is zero.

(Commissioner Steiner arrived at 10:16 a.m.)

...Where are we now? We are half-way through, and perhaps slightly more. Next, we will travel to HA Design to inspect the equipment and installation. Implementation is scheduled for completion in April or May, 2015.

The only part of purchase decision not yet made relates to the Myers ProTrack system. In general, we are very pleased with the level of cooperation from HA Design. They are working diligently. Weekly conference calls. Good shape to get into next part. Off-site installation is moving forward.

Mr. Luff: The budget includes a contingency that will be nearly used up, but not completely. We are in good shape.

Mr. Phillips: Referencing the change orders summary included in the meeting handouts, explained there are currently (33) change orders totaling \$67,774.30 that would apply to the contingency budget of \$140,500.00. As of this date, BEMC has authorized \$65,269.42 for (30) of the change orders, but has not made a final decision on (3); leaving about \$75,000 in contingency funds, sufficient to fund the addition of ProTrack scheduling software.

One change order not yet approved is for a curved console for the Master Control area, quoted at \$20,000. BEMC is researching a cost savings by switching to a lower-priced straight table. There will be (10) monitors across the wall. A conference call is scheduled on Monday to discuss options with the selected vendor.

Another change order not yet approved is the elimination of an intercom system. The challenge is to accommodate the ability for operators to talk with stations when and if there is a problem. An alternative is a VoIP intercom system IP driven on OARnet fiber net would provide significant savings. Three connection points; BEMC master control with traffic, and a third location as they wish. This would allow conferencing capability and BEMC Master Control would be able to connect to all eight stations.

Mr. Filippell: Expressed recognition for Mr. Stevenson's, Mr. Johnson's, HA Design's and John Luff's experience and expertise in having progressed with the modernization project to date.

Mr. Phillips: Mr. Johnson will give his report later in the meeting.

Every piece of equipment is being shipped to HA Design's shop in Virginia. Everything will be delivered "shovel ready" to BEMC. HA Design has professional movers to deliver to Ohio, for implementation at BEMC and/or disbursement to stations.

PBS has a software/hardware package called "NRT (Not Real Time.) Mr. Stevenson traveled with Mr. Phillips to Cincinnati (WCET) two weeks ago. Will move their CET's NRT equipment to BEMC, after receipt of PBS approval.

Mr. Luff: There is a project underway at PBS to update their current system. They will probably replace NRT equipment at that time, within the next year.

In response to a question relating to sale of spectrum, Mr. Luff reported it is entirely possible the action we have been reading about will fail.

Mr. Phillips: There are four public hearings in Bowling Green in which overwhelming support to continue operating Bowling Green as a public broadcasting station was voiced. BEMC's commitment is to continue provisioning connection to the State of Ohio.

(The call with Mr. Luff ended.)

## **VI. Director's Report**

### **A. Transition:**

Mr. Phillips expressed his appreciation to the Commission, explaining some things are still in transition; he has done a lot of reading relating to the modernization project, the budget, the upcoming Workforce Plan and understanding the North Star Network Operations Center (NOC), referencing BEMC as being the "Mother Ship" of public broadcasting in the State of Ohio. This facility was built 1954, but was occupied by The Ohio State University 1971. This agency was first created in 1961 and became the primary tenant in this

building in 1971. There is a lot of history in this building, and the facility is well utilized. The past eight weeks have been exciting; Mr. Phillips has attended (15) meetings relating to the modernization project, three of which brought John Luff and Willy Halla of HA Design to the North Star facility. The last meeting related to critical design.

**B. FY15 Final Budget / Expenditures:**

Referring to the FY15 Final Budget handout, Mr. Phillips reviewed the information, with no questions from the Commission.

**C. FY16 Budget Status:**

Referring to the FY16 Budget Status handout, Mr. Phillips reviewed the information, with no questions from the Commission.

**D. Lease:**

Mr. Phillips reported he has been researching and meeting with The Ohio State University to define BEMC's and OSU's responsibilities. The lease will be discussed in executive session, later in the meeting.

**E. Affiliate Visits:**

Mr. Phillips and Mr. Stephenson are in the process of visiting each of the affiliate sites (television, radio and radio reading services) to discuss various topics. Observations: Extreme welcome at each site and appreciation for the outreach effort.

Mr. Phillips informed the Commission of the following site visit topics:

- 1) Grants to produce videos: Need to adequately align with curriculum. This led to a discussion with Commissioners relating to the Multi-Media grants and career videos. Mr. Phillips reported we will look at where we are, bring folks to the table to look at this content and re-visit content to support what is going on in Ohio.
- 2) At this time, BEMC does not have a working document that explains the Subsidy Agreement Formula.
- 3) Modernization Project: Extreme anticipation from General Managers. Everyone is looking forward to implementation.
- 4) Equipment Inventory: BEMC is utilizing these site visits to re-capture some obsolete equipment.

Mr. Filippell: Informed the Commission of his and Mr. Phillips' visit to ideastream in Cleveland. They are very pleased with how the organization is working.

## **F. Projects In Development:**

- 1) Workforce Plan: Due in October;
- 2) Branding: Need to begin discussions with Ohio Government Television's Dan Schellenbarger to request assistance with branding for BEMC;
- 3) Strategic Plan: Former Executive Director Richard May started a strategic plan. With Mr. May's exit and the modernization project having taken precedence, this is an open issue;
- 4) Capital Budgeting: Process is pending, awaiting information from the Governor's office.

Mr. Phillips: Expressed he is looking forward to transactions with each of our Commissioners to better understand their role and expectations of this agency and BEMC projects.

In response to a Commissioner questions relating to satellite dishes and archiving, Mr. Phillips reported both are pending projects. BEMC has recently purchased a new satellite dish, tentatively scheduled for spring installation. There will be an enormous cost associated with removal of the 11-meter dish.

Every public television station across Ohio currently has its own archival system. Mr. Johnson reported BEMC purchased an archive system in June that should arrive later this month. HA Design will be responsible for immigration of the archive system into the modernization project. BEMC will need to change our format for our videos to move to the new archive. Next, station content will move onto BEMC's new archival system, after which everything from central casting will pull content from this location.

## **VII. Senior Leadership Reports**

### **A. Broadcast Master Control & Traffic:**

Broadcast Manager Mr. Johnson provided a PowerPoint presentation relating to BEMC's new system and requirements for Traffic management moving forward. At the conclusion of the presentation, Mr. Phillips added, the new system will be a full-service solution.

(11:22 p.m.; Mr. Stinziano left.)

### **B. VNOC/Distance Learning:**

Chief Information Officer Laura Bryson reported: 1) Total FY16 cost for Polycom RealPresence ONE Polycom support and licensing was \$10,605.00; 2) Support is no longer available to cover one of BEMC's RMX2 bridges that has reached end-of-life. As approved by the Commission, BEMC traded-in an obsolete bridge towards the purchase of a new bridge, affording an additional (32) ports; 3) BEMC does not, as yet, have usage statistics for the current school year; and 4) Workshop dates are posted on our website.

Mr. Phillips: On-line classroom schedules need to capture additional details such as what is being taught and student enrollment numbers. Such tracking his will require registrants to provide additional information.

**C. Engineering:**

Chief Engineer Mr. Stephenson provided a number of updates: 1) AT&T reported a failed card on July 23, 2015 that caused a 2½-hour service outage in Kent. This is an example of why BEMC is in the process of implementing redundant service from this facility. Coincidentally, BEMC implemented redundant services just one week before a second, Cincinnati Bell outage occurred at WCET on September 2, 2015, but this time, only a three-second interruption of service occurred because redundant service was in place; 2) Due to the age of some existing broadcast equipment, BEMC has experienced equipment failures in the past couple of months. Fortunately, the modernization project will replace a good bit of equipment that has reached end-of-life; 3) Some electrical work has been completed in the Master control area; new racks for equipment to be delivered from HA Design have been wired and are ready; 4) Installation of Juniper switches at stations has begun; and 5) Vendor Superior Electric is progressing in providing a facility electrical upgrade quotation. A complication is AT&T will permit only one main distribution panel. BEMC has \$200,000 in capital funds available to go towards the electrical distribution panel upgrade, but we're looking at ways to integrate with an electrical upgrade for the entire building, which will be an additional cost. The main power box for this building was installed in 1954, and replacement parts are no longer available. Progress is stalled until we have pricing.

**VIII. Resolution FY16-59: Executive Session**

11:43 a.m.; as proposed by Chairman Filippell, Mr. Hawkins moved and Mr. Black seconded to go into Executive Session to discuss the building lease and BEMC's Executive Director's salary.

AYES: Mr. Filippell; Mr. Stephen Black; Mr. Hawkins; Ms. Huffman; Dr. Osborn; Mr. Steiner and Ms. Trinko.

NAYS: None

ABSTAIN: None

**Return from Executive Session**

12:00 p.m.: A roll call was conducted.

Present: Mr. Filippell; Mr. Stephen Black; Mr. Hawkins; Ms. Huffman; Dr. Osborn; Mr. Steiner and Ms. Trinko.

**IX. New Business**

Chairman Filippell recognized Dave Johnson's contribution to BEMC during his tenure as Interim Executive Director, reading from and presenting Mr. Johnson a certificate from Governor Kasich and Lieutenant Governor Mary Taylor, expressing appreciation for his service as Interim Executive Director of BEMC

**X. Resolution FY16-60: Executive Director Compensation**

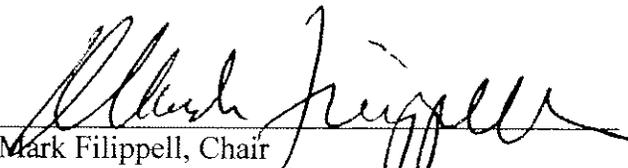
12:00 p.m.: As proposed by Chairman Filippell, Mr. Black moved and Mr. Hawkins seconded to approve compensation arrangements as had been approved by the Governor's office.

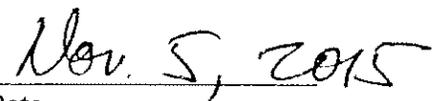
AYES: Mr. Filippell; Mr. Stephen Black; Mr. Hawkins; Ms. Huffman; Dr. Osborn; Mr. Steiner and Ms. Trinko.  
NAYS: None  
ABSTAIN: None

**XI. Resolution FY16-61: Adjournment**

12:02 p.m.: As proposed by Chairman Filippell, Mr. Hawkins moved and Mr. Steiner seconded to close the meeting.

AYES: Mr. Filippell; Mr. Stephen Black; Mr. Hawkins; Ms. Huffman; Dr. Osborn; Mr. Steiner and Ms. Trinko.  
NAYS: None  
ABSTAIN: None

  
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Mark Filippell, Chair  
Broadcast Educational Media Commission

  
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Date