June 20, 2017

TO: Nebraska Educational Telecommunications Commissioners

Enclosed for your review are the minutes of Meeting #455, reports and preliminary agenda for our Friday, June 30, 2017 Commission public meeting.

The meeting will begin at 10:30 a.m. at NET, 1800 N. 33rd Street, Lincoln, Nebraska, First Floor Board Room. We look forward to meeting with you on the 30th.

Note: The Finance Committee (Ken Bird, Marilyn Hadley, Patty Kircher, Fred Ohles) will meet at 9:00 a.m. in the Lobby Conference Room followed by the executive committee (Ken Bird, Marilyn Hadley, Patty Kircher, Fred Ohles, Jackie Ostrowicki, Clay Smith and General Manager, Mark Leonard.)

Sincerely,

Mark Leonard
Secretary
MEETING #455
NEBRASKA EDUCATIONAL TELECOMMUNICATIONS COMMISSION
Nebraska Telecommunications Center
1800 N. 33rd Street
Lincoln, NE
June 30, 2017
10:30 A.M.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT PERIOD

IV. COMMISSION CONSENT AGENDA
   1. Approve Minutes of Last Meeting

V. COMMISSION ADMINISTRATIVE AGENDA
   1. Approve May 18, 2017 Minutes (Scott Boldt)
   2. Approve FY 2018 Budget Proposal (Robin Lusen)

VI. COMMISSION INFORMATION AGENDA
   1. General Manager's Report
      a. Update on Kansas General State Plan
      b. Health Update
      c. Material from National Organizations
      d. Feedback from Five Year Plan of Reconsideration
      e. Visiting Update
      f. ELP Technology Review
   2. NPT Education Update - Gary Proulx
   3. NPT Engineering Report - Jeff Bower
   4. NPT Broadcast Production Report - Public Television Programming - Nancy Kinley
   5. NPT Internship & Scholarship Program

VII. COMMISSION STRATEGIC AGENDA

VIII. ADDITIONAL BUSINESS

IX. ADJOURNMENT
Minutes of Meeting #454
Nebraska Educational Telecommunications Commission
Nebraska Educational Telecommunications Center
1800 No. 33rd Street
Lincoln, Nebraska
February 16, 2017

PRESENT:
Commissioner Ken Bird
Commissioner Gaswick
Commissioner Patty Kircher
Commissioner Fred Ohles
Commissioner Jackie Ostrowicki
Commissioner Clay Smith

ABSENT:
Commissioner Stan Carpenter
Commissioner Marilyn Hadley
Commissioner Lisa May
Commissioner Randy Schmailzl
Commissioner Darlene Starman

Advance notice of the public meeting was sent to Nebraska news media by means of a news release forwarded from the Commission office with Agenda posted in the NET Lobby and on the State and NET web sites. LB 898 (related to Open Meetings Act) is also posted in the NET Board Room on 1st floor.

Chair Ken Bird called meeting #454 to order at 9:45 a.m.

Following the call of the roll, it was determined that a duly constituted quorum of Commissioners to be present.

The Chair called for public comment. There was none.

The Chair next requested approval of the minutes of meeting #453 as held on December 1, 2016. It was moved by Smith and seconded by Ostrowicki to approve minutes of meeting #453 as presented. Voting aye: Commissioners Bird, Gaswick, Kircher, Ohles, Ostrowicki, Smith; Opposed: None. Absent: Commissioners Carpenter, Hadley, May, Schmailzl, Starman.

Chair Bird called for the Nominating Committee report. Commissioners Smith, Kircher and Ostrowicki served on the Nominating Committee. It was moved by Smith on behalf of the Nominating Committee and seconded by Ostrowicki to approve the following slate of officers for 2017: Fred Ohles, Chair; Patty Kircher, Vice-Chair; Mark Leonard, NET's General Manager, Secretary/Assistant Treasurer; and, Randy Hansen, Treasurer and Assistant Secretary. Roll call vote was recorded as follows: voting aye: Commissioners Bird, Gaswick, Kircher, Ohles, Ostrowicki, Smith; Opposed: None. Absent: Commissioners Carpenter, Hadley, May, Schmailzl, Starman.

Chair Fred Ohles called for approval of the NETC Executive Committee for 2017. Pursuant to the NETC By-Laws, Article V, Section 1 “there should be a permanent executive committee consisting of the Chair, the Vice-Chair and one or more other regular members of the
Commission to be elected by the members of the Commission.” The NETC Nominating Committee submits the following Commissioners for the 2017 Executive Committee: Chair, Fred Ohles; Vice-Chair, Patty Kircher; plus, Commissioners Marilyn Hadley, Ken Bird, Marilyn Hadley Jackie Ostrowicki, Clay Smith and NET’s General Manager Mark Leonard. It was moved by Smith on behalf of the Nominating Committee and seconded by Kircher to approve the proposed slate of Commissioners to serve on the Executive Committee. Roll call vote was recorded as follows: voting aye: Commissioners Bird, Gaswick, Kircher, Ohles, Ostrowicki, Smith; Opposed: None. Absent: Commissioners Carpenter, Hadley, May, Schmailzl, Starman.

Chair Ohles called for approval of the NETC Finance Committee. Pursuant to the NETC By-Laws, Article V, Section 2, “additional committees may be designated and selected for such purposes and at such times as the Chair or a majority of the commissioners shall determine to be advisable”. Commissioner Smith recommended the following members to serve on the Finance Committee: Chair, Fred Ohles; Vice Chair, Patty Kircher, Commissioners Ken Bird, Marilyn Hadley, Jackie Ostrowicki, Clay Smith and NET’s General Manager, Mark Leonard. It was moved by Smith on behalf of the Nominating Committee and seconded by Kircher to approve the proposed members to serve on the Finance Committee. Roll call vote was recorded as follows: voting aye: Commissioners Bird, Gaswick, Kircher, Ohles, Ostrowicki, Smith; Opposed: None. Absent: Commissioners Carpenter, Hadley, May, Schmailzl, Starman.

AGM-Administration & Finance Randy Hansen presented the 2nd quarter budget report for period ending December 31, 2016 for both the Television and Radio Divisions. The Finance Committee met prior to the meeting to review the report in greater detail. It was moved by Smith and seconded by Bird to approve the 2nd quarter budget reports as presented and attached to the minutes. Roll call vote was recorded as follows: voting aye: Commissioners Bird, Gaswick, Kircher, Ohles, Ostrowicki, Smith; Opposed: None. Absent: Commissioners Carpenter, Hadley, May, Schmailzl, Starman.

General Manager Mark Leonard reported on staffing changes due to vacancy of AGM-Broadcast Production Rupert Macnee’s position. Nancy Finken has assumed additional duties to include television programming and production along with her radio responsibilities.

The General Manager gave updates on the Spectrum Auction, Federal, State and University funding. He reviewed the travel guidelines that NET has approved. The policy is not only for short term but also longer term with emphasis on discretionary travel. The goal is to demonstrate a good faith effort of being diligent regarding budget issues even without any forced restrictions. The Travel & Training Guidelines and Compliance Requirements policy was distributed to all NET employees.

A clip was shown of the PBS Kids 24/7 Channel broadcast of children’s programming that will be launched March 1.

General Manager Leonard reported on status of the Strategic planning process. The Executive Committee reviewed this prior to the meeting and agreed there are issues that need to be clarified. Discussion followed with suggestions of a tactical plan with priorities to be implemented. This item will be included on the agenda at the June meeting.

AGM-Education Gary Targoff gave an update on the Early Childhood Education Specialist position. It has now been approved and posted for recruitment. Application review began on February 20. He reviewed activities regarding NET Kids, Community Engagement, Alzheimer’s: Every Minute Counts and The Vietnam War.
AGM-Technology Ling-Ling Sun next presented a progress report on removing KYNE-TV tower. Request for Proposal (RFP) was posted on state purchasing website with a Mandatory Pre-Proposal conference on February 22 and a targeted contractor start date of May 8, 2017. The state tower location on UNO campus brought a unique challenge to the project planning. Timing is critical due to FCC spectrum auction nearing its conclusion. Ling Ling elaborated on the challenges and collaborations among NET engineering, State purchasing and the UNO project team. She indicated that NET engineering looks forward to continued cooperation toward a successful tower removal.

Interim AGM-Broadcast Production Nancy Finken gave an NET Broadcast Production, Radio & Television Programming Report that included activities with Nebraska Stories, local sports, Big Red Wrapup, Nebraska’s Sesquicentennial, Backyard Farmer and Sex Trafficking programs. The After Ebola program will be released in April.

AGM Digital & Multimedia Chad Davis reported on projects currently in research and development. Budgeting and scope development for potential new site is underway for Nebraska Studies.org.

General Manager Leonard will be attending the APTS (Association of Public Television Stations) Public Media Summit February 20-24, along with AGM-Development & Marketing Debbie Hamlett, Commissioners Patty Kircher and Jackie Ostrowicki. They are scheduled to meet with Senators Fischer and Sasse and Congressmen Bacon, Fortenberry and Smith.

General Manager Leonard and Chair Ohles next expressed appreciation on behalf of the Commission to outgoing Chair, Ken Bird. Ken served as Chair in 2013 and 2016. Commissioner Bird will continue as a member of NETC.

There was discussion regarding joint master control opportunities and challenges. Further details will be submitted at June meeting with a study outline to include both negative and positive implications.

Additional/new business was requested. There was none.

The next NETC meeting is scheduled for June 30. The NET Foundation will have their meeting the afternoon of the 30th and a joint lunch is planned for both the Foundation Board and NETC at Noon.

Being no further business, Meeting #454 adjourned at 11:45 am.

Respectfully submitted,

Mark Leonard
Secretary
# NEBRASKA EDUCATIONAL TELECOMMUNICATIONS COMMISSION

**Television Division**  
December 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>$Diff</th>
<th>%Diff</th>
<th>Prior Year YTD</th>
<th>PY $DiffA</th>
<th>PY %Diff</th>
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<td><strong>TELEVISION DIVISION</strong></td>
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</tr>
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<td>Personnel Expenses</td>
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<td>37,257</td>
<td>(828)</td>
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<td>464,224</td>
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<td>469,001</td>
<td>(4,777)</td>
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<td>Personnel Expenses</td>
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<td>10,343</td>
<td>4,593</td>
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<td>5,517</td>
<td>4,826</td>
<td>87%</td>
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<td>62,867</td>
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<td>56,875</td>
<td>5,992</td>
<td>11%</td>
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<td><strong>ADMIN &amp; FINANCE</strong></td>
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<td>Personnel Expenses</td>
<td>132,700</td>
<td>122,976</td>
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<td>128,465</td>
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<td>Memberships</td>
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<td>51,963</td>
<td>26,463</td>
<td>104%</td>
<td>50,234</td>
<td>1,729</td>
<td>3%</td>
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<td>Utilities</td>
<td>247,500</td>
<td>224,728</td>
<td>(22,772)</td>
<td>-9%</td>
<td>236,858</td>
<td>(12,130)</td>
<td>-5%</td>
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<td>Communication Expense</td>
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<td>3,214</td>
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<td>31,602</td>
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<td>Professional Fees</td>
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<td>(7,951)</td>
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<td>(30,864)</td>
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<td>36,039</td>
<td>(28,403)</td>
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<td>31,288</td>
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<td>Grants to Station/Partner</td>
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<td>210,672</td>
<td>0</td>
<td>0%</td>
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<td>UNLT&amp;COMM Contract Serv</td>
<td>89,500</td>
<td>76,173</td>
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<td>90,850</td>
<td>(14,675)</td>
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<td><strong>TOTAL ADMIN &amp; FINANCE</strong></td>
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<td>774,130</td>
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<td>-6%</td>
<td>835,910</td>
<td>(61,780)</td>
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<td><strong>PROGRAMMING</strong></td>
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<td></td>
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<tr>
<td>Personnel Expenses</td>
<td>18,400</td>
<td>17,798</td>
<td>(602)</td>
<td>-3%</td>
<td>33,457</td>
<td>(15,659)</td>
<td>-47%</td>
</tr>
<tr>
<td>PBS Member Dues &amp; Fees</td>
<td>240,000</td>
<td>240,000</td>
<td>0</td>
<td>0%</td>
<td>235,000</td>
<td>5,000</td>
<td>2%</td>
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<tr>
<td>Program Acquisition&amp;Fees</td>
<td>85,000</td>
<td>82,380</td>
<td>(2,620)</td>
<td>-3%</td>
<td>81,999</td>
<td>381</td>
<td>0%</td>
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<tr>
<td>Other Operational Expense</td>
<td>3,500</td>
<td>2,527</td>
<td>(973)</td>
<td>-28%</td>
<td>1,929</td>
<td>598</td>
<td>31%</td>
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<tr>
<td><strong>TOTAL PROGRAMMING</strong></td>
<td>346,900</td>
<td>342,705</td>
<td>(4,195)</td>
<td>-1%</td>
<td>352,385</td>
<td>(9,680)</td>
<td>-3%</td>
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<tr>
<td><strong>PRODUCTION</strong></td>
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<td></td>
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<tr>
<td>Personnel Expenses</td>
<td>167,950</td>
<td>167,638</td>
<td>(313)</td>
<td>0%</td>
<td>98,723</td>
<td>68,914</td>
<td>70%</td>
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<td>Maintenance &amp; Repair &amp; Supplies</td>
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<td>45,601</td>
<td>8,051</td>
<td>21%</td>
<td>35,528</td>
<td>10,074</td>
<td>28%</td>
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<td>Other Operational Expense</td>
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<td>35,648</td>
<td>(3,202)</td>
<td>-8%</td>
<td>35,634</td>
<td>114</td>
<td>0%</td>
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<tr>
<td>UNLT Production Services</td>
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<td>(850)</td>
<td>0%</td>
<td>230,170</td>
<td>(1,020)</td>
<td>0%</td>
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<tr>
<td>UNLT&amp;COMM Contract Serv</td>
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<td>618,720</td>
<td>9,720</td>
<td>2%</td>
<td>596,684</td>
<td>22,035</td>
<td>4%</td>
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<tr>
<td><strong>TOTAL PRODUCTION</strong></td>
<td>1,083,350</td>
<td>1,096,757</td>
<td>13,407</td>
<td>1%</td>
<td>996,640</td>
<td>100,117</td>
<td>10%</td>
</tr>
</tbody>
</table>
### NEBRASKA EDUCATIONAL TELECOMMUNICATIONS COMMISSION

#### Television Division

December 31, 2016

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>$Diff</th>
<th>%Diff</th>
<th>Prior Year YTD</th>
<th>PY $DiffA</th>
<th>PY %Diff</th>
</tr>
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<tr>
<td><strong>ENGINEERING</strong></td>
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<tr>
<td>Personnel Expenses</td>
<td>904,000</td>
<td>900,397</td>
<td>(3,603)</td>
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<td>855,725</td>
<td>44,672</td>
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<td>Utilities</td>
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<td>207,437</td>
<td>(10,063)</td>
<td>-5%</td>
<td>220,569</td>
<td>(13,133)</td>
<td>-6%</td>
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<td>Maintenance &amp; Repair &amp; Supplies</td>
<td>185,850</td>
<td>248,557</td>
<td>62,707</td>
<td>34%</td>
<td>226,823</td>
<td>21,734</td>
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<td>Communication Expense</td>
<td>176,000</td>
<td>156,186</td>
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<td>148,311</td>
<td>7,875</td>
<td>5%</td>
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<td>Travel &amp; Registrations</td>
<td>77,050</td>
<td>64,965</td>
<td>(12,085)</td>
<td>-16%</td>
<td>58,388</td>
<td>6,577</td>
<td>11%</td>
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<td>Other Operational Expense</td>
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<td>52,734</td>
<td>(34,416)</td>
<td>-39%</td>
<td>33,089</td>
<td>19,645</td>
<td>59%</td>
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<td><strong>TOTAL ENGINEERING</strong></td>
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<td>1,630,275</td>
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<td>-1%</td>
<td>1,542,905</td>
<td>87,370</td>
<td>6%</td>
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<td><strong>COMMUNICATION SRV</strong></td>
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<td>0%</td>
<td>33,104</td>
<td>(33,104)</td>
<td>-100%</td>
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<td>54,312</td>
<td>16,562</td>
<td>44%</td>
<td>43,023</td>
<td>11,289</td>
<td>26%</td>
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<td><strong>TOTAL COMMUNICATION SRV</strong></td>
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<td>54,312</td>
<td>16,562</td>
<td>44%</td>
<td>76,127</td>
<td>(21,815)</td>
<td>-29%</td>
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<tr>
<td><strong>MNGT INFO SERVICES</strong></td>
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<tr>
<td>Personnel Expenses</td>
<td>20,500</td>
<td>8,468</td>
<td>(12,032)</td>
<td>-59%</td>
<td>29,404</td>
<td>(20,936)</td>
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<td>Maintenance &amp; Repair &amp; Supplies</td>
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<td>147,109</td>
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<td>120,383</td>
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<td>Personnel Expenses</td>
<td>99,100</td>
<td>103,928</td>
<td>4,828</td>
<td>5%</td>
<td>103,118</td>
<td>810</td>
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<td>14,308</td>
<td>6,816</td>
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<td>515</td>
<td>1,283</td>
<td>249%</td>
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<td>117,941</td>
<td>8,810</td>
<td>8%</td>
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<td><strong>BUILDING MAINTENANCE</strong></td>
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<td>Maintenance &amp; Repair &amp; Supplies</td>
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<td>119,278</td>
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<td>7%</td>
<td>112,205</td>
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<td>6%</td>
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<td>Other Operational Expense</td>
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<td>1,492</td>
<td>(5,558)</td>
<td>-79%</td>
<td>12,810</td>
<td>(11,318)</td>
<td>-88%</td>
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<td>Capital Expense</td>
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<td>208,757</td>
<td>(191,243)</td>
<td>-48%</td>
<td>553,515</td>
<td>(344,758)</td>
<td>-62%</td>
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<tr>
<td><strong>TOTAL CAPITAL PURCHASE</strong></td>
<td>400,000</td>
<td>208,757</td>
<td>(191,243)</td>
<td>-48%</td>
<td>553,515</td>
<td>(344,758)</td>
<td>-62%</td>
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<tr>
<td>Personnel Expenses</td>
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<td>45,249</td>
<td>593</td>
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<tr>
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<td><strong>TOTAL ADMIN &amp; FINANCE</strong></td>
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<td>1,437</td>
<td>(366)</td>
<td>-20%</td>
<td>1,348</td>
<td>89</td>
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<tr>
<td>Other Operational Expense</td>
<td>1,000</td>
<td>85</td>
<td>(915)</td>
<td>-91%</td>
<td>1,011</td>
<td>(926)</td>
<td>-92%</td>
</tr>
<tr>
<td><strong>TOTAL COMMUNICATIONS</strong></td>
<td>1,000</td>
<td>85</td>
<td>(915)</td>
<td>-91%</td>
<td>1,011</td>
<td>(926)</td>
<td>-92%</td>
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<tr>
<td><strong>CAPITAL PURCHASE</strong></td>
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<tr>
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<td>-</td>
<td>11,631</td>
<td>100%</td>
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<tr>
<td><strong>TOTAL CAPITAL PURCHASE</strong></td>
<td>32,000</td>
<td>11,631</td>
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<td>-</td>
<td>11,631</td>
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<td>185,659</td>
<td>4,606</td>
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PROPOSED COMMISSION ACTION

DATE:       June 30, 2017

SUBJECT:   FY 2018 Commission Operating Budget

EXPLANATION:

The proposed FY 2018 operating budget is attached with a cover letter.

RECOMMENDED ACTIONS:

Approve the Commission's FY 2018 operating budget totaling $10,871,344.

Approve a July 1, 2017 base salary increase of 1.0% for non-contract, rules covered Commission employees (exempt, salaried employees) and for Commission employees covered by the union contract (non-exempt, hourly rate employees), as recommended by the Governor and approved by the Legislature.
Date: June 19, 2017
TO: NET Commissioners
FROM: Randy Hansen; Assistant GM – Admin & Finance
RE: Fiscal Year 2018 Operating Budget

Attached is the proposed FY 2018 operating budget for your consideration at the June 30, 2017 Commission meeting. The first page summarizes the available funding for both Television (Program 533) and Radio (Program 566). The pages following this funding summary provide an overview of proposed budget accounts and categories with comparisons to the FY 2017 budget.

New funding items from the general fund totaling $114,659 were as follows:

1) Increased funding for base salaries & related benefits of $84,659; and
2) Increased Network Fiber costs of $30,000;

Modifications decreasing our budget totaled $348,138 or a 3.3% reduction.

Other Notes:

- Salaries and benefits total $4,330,800 or approximately 40% of the total Commission budget. A decrease of $117,600 or 2.6% from last year’s budgeted salaries and benefits. Contracted Services total $1,457,100, a decrease of $22,900 or 1.5% from last year’s budgeted amounts.

- The NET Foundation for Radio will provide $438,000 in salary and benefits support to the NET Radio Network, an increase of .9%.

- The television equipment replacement budget will total $800,000 and the radio equipment replacement budget will total $52,000. Detailed equipment budgets will be presented at the late August Commission meeting for your approval.
<table>
<thead>
<tr>
<th></th>
<th>Program 533 - TV</th>
<th></th>
<th>Program 566 - Radio</th>
<th></th>
<th>Total Appropriation Total</th>
<th>Cash Appropriation Total</th>
<th>Foundation Appropriation Total</th>
<th>GRAND</th>
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<td>$0</td>
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<td>07/31/2018</td>
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<td>08/31/2018</td>
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<td>$10,100,823</td>
<td>$9,851,306</td>
<td>$4,894,757</td>
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June 30, 2018
Available Funding for Fiscal Year 2018
Nebraska Educational Telecommunications Commission

Increases in State or NE Funding
Modifications
Increase - Radio Foundation
Base Appropriations - FY 2017

Total Appropriations - FY 2018
# NEBRASKA EDUCATIONAL TELECOMMUNICATIONS COMMISSION

## FISCAL YEAR 2018 OPERATING BUDGET

June 30, 2017

<table>
<thead>
<tr>
<th>Org ID</th>
<th>Org Name</th>
<th>Description</th>
<th>FY 2017 Budget</th>
<th>FY 2018 Budget</th>
<th>$ Change</th>
<th>% Change</th>
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<td><strong>TELEVISION DIVISION</strong></td>
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<td>1.20.1</td>
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<td>FICA</td>
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**RADIO DIVISION**

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