



MOODY COLLEGE OF COMMUNICATION
Media Operations

300 West Dean Keeton • A0704 • Austin, Texas 78712 • 512-471-0588 • FAX 512-471-3700
moody.utexas.edu

MEMORANDUM

TO: Gregory L. Fenves
President

VIA: Jay M. Bernhardt
Dean, Moody College of Communication

FROM: Stewart Vanderwilt
Assistant Dean, Moody College of Communication

DATE: November 18, 2016

RE: Texas Student Media Documents to Board of Regents

Please find attached the Texas Student Media documents that are due to the Board of Regents from the Board of Operating Trustees per the Revised Declaration of Trust:

4.2.a. 1) The end of year balance sheet and statements of operations prepared in accordance with UT accounting policies and procedures;

4.2.a. 4) The annual certifications required by Paragraphs 2.2 and 2.3.

2.2.b. 1) The regular training of all employees, editors, managers, editorial workers and staff members of the Student Media by a Media Advisor and

2.2.b.2) The timely consultation by the Media Advisor with the employees, editors, managers, editorial workers and staff members of the Student Media, in each case, to ensure that the Student Media are operated in a manner consistent with the Public Purpose and Applicable Laws.

2.3) The Coordination of Educational Activities between Texas Student Media and the College of Communications (including the School of Journalism, the Department of Radio, Television and Film, the Department of Communication Studies, and the Richards School of Advertising & Public Relations, or other schools and departments as identified by the Board of Operating Trustees)

4.2.a. 5) Evidence of insurance as required by Paragraph 4.3. A full copy of the referenced insurance policy is on file with Texas Student Media and the UT Office of Risk Management.

I have reviewed these documents and they are ready for submission to the Board of Regents. Should you have any questions, please let me know. Thank you for your assistance with this matter.

JSV

Attachments

cc: Mr. Gerald Johnson, Director, Texas Student Media


**Texas Student Media
Consolidated Summary
For Year Ending August 31, 2016**

	Actual YTD through Aug 15	Actual YTD through Aug 16	% of FY = 100%
REVENUE			
SSBC Allocation	\$436,438	\$437,127	100%
Advertising Income	\$881,501	\$872,769	99%
Other Income	\$348,244	\$190,922	55%
Total Revenue	<u>\$1,666,183</u>	<u>\$1,500,818</u>	90%
EXPENSE			
Salaries and Wages	\$663,250	\$696,027	105%
Fringe Benefits	\$235,755	\$217,956	92%
Other Expense	\$546,669	\$461,335	84%
Student Manager Tuition	\$18,900	\$18,310	97%
Travel	\$6,252	\$10,204	163%
Total Expense	<u>\$1,470,825</u>	<u>\$1,403,832</u>	95%
Operating Income (Loss)	<u>\$195,358</u>	<u>\$96,986</u>	50%
Non-Operating Revenue and Expense			
NET INCOME (LOSS)	<u>\$195,358</u>	<u>\$96,986</u>	50%
Depreciation Expense net of Capitalized Equipment	(\$17,074)	(\$10,853)	
Prior Year Adjustments	(\$115,571)		
ADDITION TO (USE OF) OPERATING RESERVES	<u>\$62,713</u>	<u>\$86,133</u>	137%

For Year Ending August 31, 2016

	<u>FY 14-15</u>	<u>FY 15-16</u>
Cash on Hand	\$272,987	\$318,914
Cash -- Long Term Reserves	\$350,957	\$350,957
Total Cash	<u>\$623,944</u>	<u>\$669,871</u>
Accounts Receivable	\$27,477	\$98,720
Merchandise Inventory	0	0
Total Current Assets	<u>\$651,421</u>	<u>\$768,591</u>
Capital Assets	\$838,292	\$838,292
Accumulated Depreciation	<u>(\$827,439)</u>	<u>(\$838,292)</u>
Total Long Term Assets	\$10,853	\$0
	<u><u>\$662,275</u></u>	<u><u>\$768,591</u></u>
Accounts Payable	0	\$53,622
Deferred Revenue	\$33,644	\$205
Total Current Liabilities	<u>\$33,644</u>	<u>\$53,827</u>
Net Assets	\$360,057	\$628,631
Current Income	<u>\$268,574</u>	<u>\$86,133</u>
Total Equity	<u>\$628,631</u>	<u>\$714,764</u>
	<u><u>\$662,275</u></u>	<u><u>\$768,591</u></u>

To: Stewart Vanderwilt -
Assistant Dean for Moody College of Communication

From: Gerald Johnson 
Director, Texas Student Media

Date: November 18, 2016

RE: Texas Student Media Documents to Board of Regents 4.2.a.4.

Section 4.2.a.4. – The annual certifications required by Paragraphs 2.2 and 2.3

Section 2.2.b.1. – The Board of Operating Trustees was provided an update on the status of completion of the items outlined in the Trust to fulfill the section 2.2.b.1. at the November 18, 2016 meeting, confirming that the regular training of all employees, editors, managers, editorial workers and staff members has been complete through documentation of each Student Media staff training manual.

Section 2.2.b.2. – The Board of Operating Trustees was provided an update of the status of completion of the items outlined in the Trust to fulfill the section 2.2.b.2 to ensure the timely consultation of the Media Advisor.

Section 2.3 – The Board of Operating Trustees was provided an update on the status of completion of the items outlined in the Trust to fulfill the section 2.3 at the November 18, 2016 meeting, confirming that education components outlined in the Declaration of Trust are being provided by Texas Student Media through the relationship between the Board of Operating Trustees and the College of Communication.

Gerald Alan Johnson • Director - Texas Student Media

The Moody College of Communication • The University of Texas at Austin • SupportStudentVoices.org
Work: (512) 471-3851 • Fax: (512) 471-1576 • Mobile: (713) 444-4365

MEMO: TSM Board of Trustees
FROM: Gerald Johnson, Director
DATE: November 18, 2016



Memo to Board regarding: "Coordination with Education Activities"

1. Texas Student Media has an internship-for-credit program with the School of Journalism for students working at The Daily Texan and in broadcast journalism.
2. Texas Student Media has an internship-for-credit program with the School of Advertising for students working at TSM in advertising sales. The internship is intended to supplement the students' academic foundation with practical experience in a professional environment.
3. The Daily Texan editorial adviser offers regular workshops on a variety of journalism topics and individualized critiques of daily articles. The adviser also arranges and coordinates visiting journalism professionals, multimedia managing editors and former Texan staffers who share their experiences.
4. The broadcast adviser supervises numerous TSTV students doing individual RTF projects for class credit.

Summary of Training Offered to Board, Staff and Students

1. Board of Trustees: All voting members must have certification they completed online Open Meetings Act training before the first board meeting in September. At that meeting, the board receives training on TSM's structure and facilities, as well as components that make up the budget. They are also trained on the intricacies of the Declaration of Trust, the Service Agreement and the TSM Handbook of Operating Procedures.
2. Daily Texan, Travesty student managers: Are required to pass a libel test before the semester begins, administered by the editorial adviser. The adviser provides periodic training throughout the year on a number of other topics, as well as bringing in outside experts to provide training.
3. Advertising: The main purpose of the Account Executive position is to gain useful, real-world experience working in an advertising sales office. Account Executives are responsible for bringing in revenue for all TSM departments in order to continue the operation of each entity. After the recruiting and hiring process has concluded, a one-week training process begins.
4. TSTV: Each semester, the producer and any assistant producers for each show is required to attend a training session conducted by the broadcast adviser, who explains all FCC regulations, TSTV/TSM policies and slander/libel, invasion of privacy and copyright laws. Each participant must then pass an exam on the session and sign the producer agreement.
5. KVRX: The broadcast adviser holds similar training sessions for the Programming Director and the two managers. They in turn conduct three training sessions with each new DJ to cover all the FCC rules, KVRX policies and operation procedures. Every DJ takes a test covering FCC, KVRX/TSM policies and signs the drug and alcohol policy and payroll statement. For both KVRX and TSTV there is ongoing training in content creation, editing and production.

Gerald Alan Johnson • Director - Texas Student Media

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Wortham

Insurance • Risk Management • Benefits

Lockbox Address for Payments
PO Box 301819 - Dallas, TX 75303-1819

----- INVOICE -----

University of Texas at Austin #721
210 West 6th Street, Room B.140E
Austin, TX 78701

Invoice Date 05/16/16
Invoice No. 460395
Bill-To Code 14UTAUS
Client Code 14BOARDREG
Inv Order No. 14*502870

Named Insured: Texas Student Media Trust

Amount Remitted: \$

Please return this portion with your payment.

Make checks payable to: Wortham Insurance & Risk Mgmt.

Effective Date	Policy Period	Coverage Description	Transaction Amount
05/08/16	05/08/16 to 05/08/17	Federal Insurance Company Policy No. 82083909 *Renewal - Errors & Omissions	9,830.00
		Invoice Number: 460395 Amount Due:	9,830.00
		GOOD(S) SERVICE(S) RECEIVED BY: <u>[Signature]</u> TITLE: <u>Ins/ops mgr.</u> DATE RECEIVED: <u>18-May-16</u>	

*Premiums Due and Payable on Effective Date in U.S. Dollars

30VP2960823

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SEND THIS PAGE TO ACCOUNTING

30VP2960823

DO NOT WRITE ABOVE THIS LINE Amt: \$ 9830.00

Transmittal Form for Document 30VP2960823

Attachments To Be Mailed with Check: NO Check Distribution Code: U

After ALL departmental approvals are complete, this page MUST be sent with all supporting documentation to: OA DOCUMENT PROCESSING, MAI 132, K6000

Payment To: WORTHAM AUSTIN INC

Vendor ID: 1 2nb62te 011 PO#:

Acct: 29-3205-0050

Address: ** Direct Deposit **

Description: CLIENT CODE 14BOARDREG INV ORDER #14*502870

Service from: 05/08/2016 to 05/08/2016

Record Date: 05/18/16 Created by: TSEWB BARRETT, EMILY

471-7051

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ACCOUNT	OBJ	OBJ CODE	DESCRIPTION	PO NUMBER	DTN	AMOUNT
29-3205-0050	1560		LIABILITY INSURANCE			9,830.00 D

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PO Box 301819 - Dallas, TX 75303-1819

----- INVOICE -----

University of Texas at Austin #721
210 West 6th Street, Room B.140E
Austin, TX 78701

Invoice Date 05/05/16
Invoice No. 459218
Bill-To Code 14UTAUS
Client Code 14BOARDREG
Inv Order No. 14*501660

Named Insured: Texas Student Media Trust

Amount Remitted: \$

Please return this portion with your payment.

Make checks payable to: Wortham Insurance & Risk Mgmt.

Effective Date	Policy Period	Coverage Description	Transaction Amount
05/08/16	05/08/16 to 05/08/17	Federal Insurance Company Policy No. 82084139 *Renewal - Package Executive Protect	5,481.00
		Invoice Number: 459218 Amount Due:	5,481.00
GOOD(S)/SERVICE(S) RECEIVED BY: <u>[Signature]</u> TITLE: <u>Employee mgr</u> DATE RECEIVED: <u>18-May-16</u>			

*Premiums Due and Payable on Effective Date in U.S. Dollars

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30VP2960790

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Attachments To Be Mailed with Check: NO

Check Distribution Code: U

After ALL departmental approvals are complete, this page MUST be sent with all supporting documentation to: OA DOCUMENT PROCESSING, MAI 132, K6000

Payment To: WORTHAM AUSTIN INC

Vendor ID: 1 2nb62te 011 PO#:

Acct: 29-3205-0050

Address: ** Direct Deposit **

Description: BILL TO CODE 14UTAUS

CLIENT CODE 14BOARDREG

Service from: 05/08/2016 to 05/08/2016

Record Date: 05/18/16 Created by: TSEWB BARRETT, EMILY

471-7051

ACCOUNT	OBJ	OBJ CODE	DESCRIPTION	PO NUMBER	DTN	AMOUNT
29-3205-0050	1560		LIABILITY INSURANCE			5,481.00 D