

**MINUTES OF CABLE TV COMMISSION MEETING**  
**June 6, 2012**  
**CITY HALL ANNEX – 1st FLOOR CONFERENCE ROOM #1**

**MEMBERS PRESENT:** Alan Vincent (chair), Jennifer Tigges (vice-chair), Pauline Maloney, Kevin Stevens, Ron Tigges, Sr. Carol Hoverman.

**MEMBERS ABSENT:** George Herrig.

**OTHERS PRESENT:** Craig Nowack, City of Dubuque  
Jim Barefoot, Mediacom  
Craig Schaefer, Loras College  
Jill Specht, Loras College  
Felicia Carner, Loras College/DCSD  
Alicia LeGrand, City of Dubuque

Vincent called the meeting to order at 4:02 p.m.

**Acceptance of the Agenda**

Upon a motion by Hoverman, seconded by Stevens, the agenda was accepted 6 - 0.

**Approval of the Minutes of May 2, 2012**

Upon a motion by JTigges, seconded by Maloney, the Minutes were approved 6 - 0.

**Public Notice**

There was no public input.

**Loras College Presentation**

Craig Schaefer and Jill Specht showed a brief video highlighting the scope and achievements of the past year of production by Loras students. A discussion of Internet distribution of Loras videos followed.

**DCSD Educational Access Channel**

Schaefer informed the Commission of the interaction between the Dubuque Community School District and Loras College with respect to outsourcing the operation of the School District's educational access channel to Loras. Schaefer expects the agreement to be completed soon and expects to begin operating the channel on July 1. He introduced Felicia Carner, a recent Loras graduate, who is one of two full-time people Schaefer will be hiring to run the channel. The Commission asked if future requests for funding from the School District will be funneled through Schaefer. He responded that no policy has been formulated yet.

**Access Equipment & Expenditures**

Schaefer presented a request for funding to upgrade the control room facilities at The Forum for the School District's educational access channel. He noted that the current graphics bulletin board and on-air servers were old and failing. He said the proposed equipment will allow the scope of programming to expand in the future as individual schools become proficient in program production. Hoverman moved to approve up to \$44,000 for the request. The motion was seconded by Maloney and approved 6 – 0.

**PEG Grant Agreements**

The Commission discussed ways to contact past grant recipients to determine what programming has been produced with equipment purchased through the grant program, and to ensure that grant

programming obligations are met. Nowack said he would present a draft of a letter that could be sent to recipients at the next meeting.

**Mediacom Cable Report**

Barefoot offered any assistance that he and Mediacom could provide to the School District as Loras begins to take over day-to-day operations of the educational access channel.

**Cable TV Report**

Nowack introduced Video Production Intern Alicia LeGrand who started on Monday, and informed the Commission of current and future productions.

**Next Meeting Date**

With the Commission being unable to meet on the first Wednesdays in July and August, the Commission set the next meeting date for Wednesday, July 18, with the expectation that barring any unforeseen urgent situations, another meeting wouldn't be needed before the regularly scheduled September meeting.

**Adjournment**

Upon a motion by JTigges, seconded by RTigges, the meeting was adjourned at 5:12 p.m.