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The Book
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PART 1: INTRODUCTION

Message from the General Manager

Welcome to Staten Island's only radio station. The 1994-1995 school year marked the greatest change in the history of the station. Our move to the new campus of the College of Staten Island meant we now had one of the best equipped radio stations in the country. Having state of the art facilities meant new responsibilities. Reading this book will make you familiar with the rules and regulations that have been formulated to keep the station running as smooth as possible.

The state of New York has spent thousands of dollars on our studios and offices. This is the only time that will happen in the history of the station. This means we must do our best to keep the equipment in good shape since we cannot afford to replace it. Please pay special attention to rules regarding use of equipment, guests in the station, and other procedures designed to protect our equipment.

This publication was created through the hard work and experience of many people. It is everything that can be put in writing regarding the operations at WSIA. It does not contain the spirit and dream of making WSIA the best radio station anywhere. That can *only* be learned at the station. THE BOOK is your guide to becoming a part of one of the most exciting and rewarding experiences you may ever have...working at a radio station.

THE BOOK is set up in a straightforward and comprehensive manner that will help you when used in conjunction with your training workshops. THE BOOK is as thorough as humanly possible, although it may not address all of the questions and problems that may arise in the operation of this radio station. If you have a question, see me. I am here Monday-Friday from 9am-5pm. My door is always open for constructive communication.

Once you become a full staff member of WSIA, THE BOOK is yours to keep. It is your responsibility to take care of it and refer to it when you have a question.

Greg Adamo
General Manager

8 GOALS TO SUCCESS

To *successfully* complete the WSIA Training Program, there are eight goals you should accomplish:

1. Attend the General Workshop
2. Attend the News Workshop
3. Attend the Board Workshop
4. Attend the Music Workshop
5. Attend three D.J. Sit-ins
6. Record your audition/demo tape (done during the third sit-in)
7. Complete Station Comprehensive Test (pass)
8. Apply for a WSIA On-Air Operator's station I.D.

*Applicants who are not interested in being a d.j. do not have to do sit-ins or apply for their Operator's I.D. , they will receive a Non-Operator's I.D.

A SHORT HISTORY OF WSIA

In the mid 1970's, a group of students interested in radio gathered in a broom closet in the C Building of The College of Staten Island. They ran some wire to the cafeteria and started spinning records. These students worked with the College and applied for an FM license. They were granted a construction permit. Not much more progress was made until the late 1970's when a new group of students applied to the Student Government



and Association for money to start construction. In 1980, a General Manager was hired to get the station on the air. It took a year to work out an agreement with The Archdiocese of New York for an antenna site, install phone lines to the site for the transmitter, and to complete construction of the studios in the basement of E building on the Sunnyside campus.

On August 31, 1981, WSIA began regularly scheduled programming. It was the culmination of a tremendous amount of hard work by members of the College and students. Yet, it was only the beginning. Since that time, a great number of students have been trained to become staff members. Some have gone on to careers in radio. Others look back on WSIA as an important part of their student life.

A number of changes have happened since 1981. The station's offices and studios have been enlarged and improved. Our operating budget has increased from \$8,800 to \$72,000 per year. In 1985, the College showed its commitment by picking up the salary of the General Manager. Previously, this had been paid out of student fees. The programming has also undergone a number of changes. Yet, students have always been committed to two things. One, to be new and innovative. The other, to serve the Staten Island community.

WSIA is a member of the Intercollegiate Broadcasting System, the first and only national organization of university-licensed radio stations in the United States. Today, IBS has almost 600 member-stations in the U.S., Canada, and New Zealand. In 1987, the current WSIA General Manager (Greg Adamo) was elected to the IBS Board of Directors. Also, WSIA was selected in 1984 and 1985 as the host of the IBS Metro New York Radio Workshop.

Thanks to many years of hard work by our staff, we enjoy an excellent relationship with many components of the broadcast industry--record companies, musicians, artists, independent producers, clubs, and promoters.

THE LICENSE HOLDER

WSIA's license is issued to and held by The College of Staten Island. The FCC requires that the College maintain both legal and actual control over the station. The College does this through the Office of Student Activities which serves as liaison and supervises the radio station with the Board of Directors and General Manager. Actual planning and day-to-day operations are carried out by the student Board of Directors in cooperation with the General Manager.

The Director of Student Activities oversees the operation on behalf of the College to ensure conformity with FCC rules and regulations. Of particular concern to the license holder is the FCC requirement that programming meet the needs of the Staten Island community.

The College community has input through the Radio Station Advisory Board, which meets periodically with the student Board of Directors to discuss and evaluate issues of concern with regard to WSIA. The Radio Station Advisory Board consists of the Dean of Students, the Director of Student Activities, the College lawyer, two faculty members, the President of the Student Association, and two students elected from the WSIA staff. The General Manager acts as a resource to the Board. Funding for WSIA comes from Student Activity Fee moneys earmarked for the radio station. All budgets and expenditures must be approved by the College of Staten Island Association, Inc., which is the legal depository for student fees and fundraising moneys. The Association Board of Directors consists of students, faculty, and administration. The Executive Director of the Association is the liaison on all Association matters.

The General Manager of the radio station is hired and paid by the College of Staten Island. The General Manager is a member of the Office of Student Activities which is part of the Department of Student Services. The General Manager is responsible for the day-to-day operations of the station with particular emphasis on conformity to the rules and regulations of the FCC (See the General Manager's job description for more specifics).

THE ARCHDIOCESE OF NEW YORK

In April of 1981, after years of negotiations, the Instructional Television division of the Archdiocese of New York granted permission to WSIA to mount their antenna on I.T.V.'s tower on Todt Hill. This was the key to taking WSIA out of the category of 10-watt radio stations and giving it the equivalent power of a 1,000-watt radio station on flat terrain. The antenna's height, 650 feet above average terrain, gives WSIA a potential listening audience of over 2.5 million people.

WSIA's contract with the Archdiocese makes no stipulations concerning programming. However, it does give them the power to ask us to vacate the Todt Hill site within thirty days of being notified. They do not have to give any reason! This gives us added incentive to adhere to our philosophy of having a professional sound and attitude. No one should make any unauthorized visits to the antenna site. See the General Manager first. It is better to be safe than sorry!

THE FCC

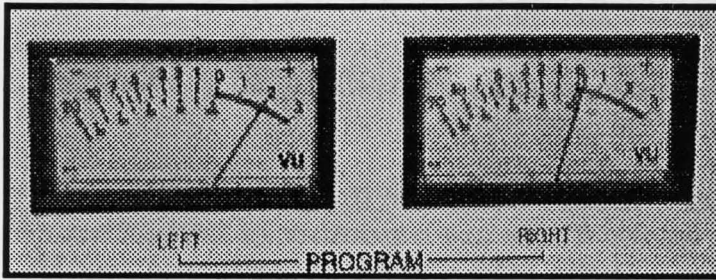
The Federal Communications Commission has granted a license to The College of Staten Island to operate a non-commercial, educational radio station at 88.9 megahertz on the FM band. WSIA is licensed to broadcast at 10 watts of power. There is very little chance that the station's power will ever be increased, especially considering the height of our antenna (650 feet above average terrain). A power increase would cause interference with other stations who were on the air before WSIA. An analogy can be made to: The last person in a crowded theater getting the worst seat in the house.

Adherence to FCC rules and regulations is mandatory. As long as WSIA stays within those regulations, especially the mandate to serve the Staten Island community, the FCC gives the College the right to the use of 88.9 FM in the New York City area. The rules and procedures outlined in THE BOOK are designed to keep WSIA in compliance with FCC rules and regulations.

The College of Staten Island must renew its license every seven years. At that time, WSIA must show that it has operated in the public interest and will continue to do so. Others may apply, at that time, for the license. While loss of a license is rare, it is not unheard of. We must operate in the best manner possible, at all times, to avoid any problems.

The FCC reserves the right to inspect WSIA's operations, logs, and files anytime it wishes. Therefore, we must work with a professional attitude of doing the best job possible so that if we are inspected there will be no problems. If anyone calls or contacts WSIA claiming they are from the FCC, or with a complaint or question in regard to the FCC, they must be immediately forwarded to the General Manager.

THE ON-AIR ANNOUNCER



The on-air announcers and newscasters are the link between all of WSIA's operations and the outside world. When someone is hosting a show, he or she is WSIA. The DJ is representing all the other hard working people at the station. This is a tremendous responsibility and should be treated as such. WSIA publishes THE BOOK and holds a series of comprehensive workshops

in order that the DJ be informed and capable of carrying out his or her responsibility. If a DJ proves incapable and/or unwilling of living up to his or her responsibilities, the Programming Director and Personnel Director will, after giving the proper warning, take the privilege of being a DJ away.

The responsibilities of all staff members are:

- Having a team attitude and caring about the goals of the station rather than your personal goals.
- Praising others when they do a good job, no matter how small.
- Not taking criticism personally.
- Asking questions when you are not sure of rules, procedures, or pronunciations.
- Being aware of the world around you. (i.e. reading newspapers)
- Being on time for shows and newscasts and calling if you are going to be late.
- Not babbling on the air. If you don't have anything to say, don't say anything at all.
- Running programs when they are scheduled.
- Being tight on running equipment, yet sounding relaxed on air.
- Speaking articulately. All announcers should be conversational.
- Understanding the programs, newscasts, and specials that WSIA runs.
- Doing shows for the whole audience, not just for friends or your ego.
- Educating the listening audience through music and newscasts.
- Broadening your musical horizons.
- Always acting in a professional manner on and off the air.
- Showing up on time for all appointments and shows-(at least 30 minutes beforehand).
- Properly filling out Operating and Music logs.
- Being prepared to present a show that is creative and diverse.
- Spending at least a half-hour listening to music each week and finding out about three artists that the DJ was previously unfamiliar with.
- Not playing or saying words or music that is, or could be, considered obscene or indecent.
- Not to present anything as truth or fact that the DJ knows is false or is not sure about.
- Never putting down other types of music or bands.
- Putting all records away when finished with them.
- Leaving the station in clean condition when the show is over.
- Notifying the Program Director at least one week in advance when a show can't be done.
- Being a member of a department and doing at least two hours work per week in that department (having a show does not count).
- Reporting equipment malfunctions to the Chief Engineer.
- Never editorializing within a newscast.
- Staying away from negative comments and making fun of other people. This includes sexual harassment, racist, ethnic, or religious remark, or forming exclusionary cliques.

THE STUDENT

Without students, WSIA would not exist. They are the lifeblood of the station. The students do all the work at WSIA from engineering and production to writing news, copy and announcing. The student Board of Directors, in cooperation with the General Manager, are responsible for the day-to-day operations of the station.

This makes WSIA a "student-run radio station". It does not make it a place where a student can do or broadcast anything he or she wants. There are a number of authorities that the students of WSIA are beholden to. One, is the FCC and all its rules and regulations. Two, is the College of Staten Island and its responsibilities as WSIA's license holder. Three, is the Archdiocese of New York in its capacity as owner of WSIA's antenna site. Four, is our listeners and their needs and wishes. Last but not least, is fellow students, those here now and the ones to come, who have the same rights and responsibilities as you.

This means that everything a student does at WSIA has an effect on a number of different people and organizations. This is why we have the rules and guidelines of THE BOOK and the structure that of WSIA.

PART 2: POLICY

BY-LAWS

1. All changes and additions to the BY-LAWS must be made by majority vote of the staff. Proposals for changes in the BY-LAWS must be submitted for consideration at a full staff meeting and then voted on at the next full staff meeting. To vote you must be on staff at least one full semester
2. To have an official full staff meeting four signs must conspicuously posted on radio station bulletin boards a minimum of one week before the meeting.
3. Quorum for a Directors meeting is a majority of the Directors or Assistant Directors of the departments. The Program Director or his/her assistant or designee (another Director) must be present.
4. To be on staff, you must currently be a student, have a 2.0 grade point average, have completed all workshops and passed the test. The workshops must be completed within the semester of application date. The test must be taken no longer than four weeks from workshop completion. The GPA will be checked on applying and at beginning of each semester after the last day to register. If a members GPA drops below 2.0 they are off-staff until GPA registers above 2.0 on the CSI's computer. This can be checked once per week by the Operations Intern or General Manager.

5. The Board of Directors is the policy-making body on all station matters. The Board consists of the director of each department (in his or her absence, the Assistant Director), and the General Manager. Each Director appoints their Assistant Director.
6. The Board of Directors is elected by all eligible staff members.
7. Voting will take place by the full staff meeting after the Spring break.
8. A Director's term will run from June 1st through May 31st of the following year.
9. There are 10 Directorships and NO-Co-Directors. To run for a directorship you must be on staff for the at least two semesters (e.g., if you were on staff in fall '96, you can run for director in spring(May)of '97). To be run for Program Director one must have been either a Director or an Assistant Director for one full semester.
10. Each Director has one vote. The General Manager will chair all meetings and vote only in the case of a tie. The Director of Student Activities will act as an advisor to the Board of Directors.
11. Decisions of the Board of Directors can be amended and/or repealed by a majority vote of at least 2/3 of the full staff. A petition signed by one more than half of the voting staff members is necessary to hold a vote.
12. Each Director must have weekly meetings with the General Manager to discuss day-to-day operations of the department. All policy proposals must be discussed with the General Manager before going to the Board of Directors.
13. All purchases above \$100 must be approved by the Board of Directors. All purchases must be authorized by the General Manager. Purchases under \$100 cannot total more than \$200 for any one department in any one month without the approval of the board of directors.
14. Each director must have posted office hours totaling four hours per week. During these office hours, the director will be expected to conduct station business. After one month's experience in office, the director is subject to the following:
15. If a majority of the Board of Directors deems a director to be delinquent or incapable of performing the duties associated with that office, the Board will ask the General Manager to meet with the director to go over the problems that exist. The General Manager and the director must report on the situation, in person, to the Board within two weeks. If the problem persists during the semester, a 2/3 majority vote of the Board will remove the director from office. New elections will be held at the next full staff meeting to fill the vacant position.

OPERATING RULES

1. Membership is open to all full or part-time CSI students with 2.0 GPA.
2. WSIA property shall not be removed from the station without written permission of the General Manager. The person(s) must sign out the equipment with name, date, equipment taken, reason and return date. Equipment must be returned immediately after use. Failure to comply with this procedure will result in immediate suspension.
3. WSIA is not a place to hang out. If you are not doing work you should not be in the studios. Only WSIA staff are allowed in the studios. Guests must have written permission from a director and/or the General Manager. Failure to comply will result in suspension.
4. There is no food, drinking, or smoking in the studios. Alcohol and drugs are prohibited anywhere inside or outside the station. This is a College rule that, if broken, jeopardizes the operations of WSIA. A suspension of one full semester will result if a member is caught with alcohol or drugs.
5. WSIA telephones are for business use only. If you need to make a personal phone call, use the pay phones in the hallway across from the bookstore.
6. The willful abuse of any WSIA property will be grounds for immediate dismissal.
7. All WSIA staff are responsible for the appearance and cleanliness of the station. Leave them better than you found them. The Personnel Director shall post a clean-up schedule whenever needed and there will be penalties for failure to do the job assigned to you. If other personnel are leaving the area a mess, let the Personnel Director know (and clean it anyway).
8. It is the responsibility of each DJ to put away all records they have used. Failure to do so will result in a two week suspension from their show. If records are left from the prior DJ, they must be put away by the next DJ and the Personnel Director must be notified of the infraction.
9. All WSIA staff are expected to exhibit studio discipline and operate with a sense of professionalism.
10. When "ON AIR" light is on in a studio, noise must be kept at a minimum and staff must refrain from walking in or out of the studio until the DJ is off the mike.
11. All WSIA staff members must attend all staff meetings. If you cannot make a meeting, you must give notice 24 hours beforehand to the Personnel Director. If a staff member misses two staff meetings in a row, they will be off staff for the rest of the semester. Only a doctor's excuse will be accepted. Notice of meeting date and time will be posted at least two weeks beforehand.
12. Priority for practice and listening in the studios and listening areas is given to the person who is scheduled to be on the air at that time.

13. News department staff using the news computer take precedence over anyone else at the station.
14. Anyone conducting station business takes precedence over anyone else.
15. Staff must be cleared by the Production Director before they can use the production studio or any equipment. Production time must be scheduled at least two days in advance on the sign-up clipboard in the studio.
16. Record or Playback levels of any equipment may be set only by the Production Director, Engineering Director, or Chief Engineer.
17. Use of the phone-delay of any on-air phone equipment must be permitted by the Chief Engineer and the General Manager. Any violations will result in immediate suspension.
18. If you cannot make your scheduled announcing shift, you must contact the Programming Director at least one week in advance. If you find your own replacement, you should get the Programming Director's permission. If you are going to be late for your show, you must let the DJ that is on the air before and after you know that you are going to be late. Failure to comply with these procedures will result in a one month probation period. Failure to comply with the listed procedures during the one month probation period will result in an indefinite suspension period. The length of suspension will be determined by the Programming Director, Personnel Director and General Manager.
19. You must show up for your assigned shift at least 30 minutes prior.
20. If anyone broadcasts any obscene and/or indecent material or hears someone else, the General Manager and the Programming Director must be notified. The person will then immediately be taken off the air and suspended for a minimum of two weeks. The General Manager has full responsibility for this area.
21. If an announcer knowingly presents false information as fact on the air, the General Manager and Programming Director must be notified. The person will then immediately be taken off the air and suspended. Any loss of show will be determined by the Board.
22. Any station member knowingly falsifying information on WSIA logs will lose their show and never be allowed on air again.
23. If a staff member presents himself or herself as a representative of WSIA without prior notification and consent of a Board member, they will be dropped from staff.
24. All Public Relations activities (talks with newspapers, other radio stations, TV, etc.) MUST be cleared by the General Manager.

25. All staff members are required to work in a department and do at least two hours of work per week. (Shows are not considered work.) Failure to comply will result in suspension from staff for a full semester. New members will be assigned to a department by personnel for their first month on staff. After satisfactory work in their department they may request movement to a department of their choice.

26. A member of the CSI administration, staff, or faculty may apply for air time if the following conditions are met:

They can add something unique that a student cannot.

They are approved by a simple majority of the Board.

They understand that they could lose their show if the uniqueness of it is no longer there or they are taking on-air time that a student could make the same use of.

27. If a show is lacking in quality, the Programming Director will send a letter mentioning the problems and suggesting remedies. A copy of the letter will also be given to the General Manager and Personnel Director. If the Programming Director feels there has been no improvement within the allotted time, he will send a cancellation letter giving all reasons for loss of show. A copy will be given to the General Manager and Personnel Director.

28. It is the responsibility of each staff member to read the bulletin board whenever in the station.

29. If not otherwise stated, all suspensions will be preceded by a warning and the suspension will be for two weeks.

30. Alumni wishing to use the WSIA Production Studio can do so if:

They get the permission of the General Manager and Production Director (with a weeks notice). A member of the Production Department is present at the time of the use of the studio.

31. All music interviews must be the result of well thought out planning. This must be done by either:

Writing questions out and going over them beforehand with the Programming Director.

Putting the interview on tape and playing it for the Programming Director.

All interviews must be run by the General Manager before they are scheduled.

32. Any on-air jock who knowingly omits a scheduled newscast during their time on the air will be suspended for a period of two weeks. Any loss of show will be determined by the Board of Directors.

Policy regarding community programmers

The purpose of the WSIA community programmer policy is to assist WSIA in creating programming that serves the local community with news, public affairs, information, music, and sports. Community programmers will be assigned to activities that student members are not currently engaged in. This can be in any type of programming that fits within our format that is approved by the General Manager. Priority will continue to be given to student programmers who meet station requirements.

Community programmers are subject to all station rules and policies as outlined in The Book. This includes rules regarding suspensions from on-air and station duties. The WSIA General Manager has the authority to remove any programmer on a temporary and/or permanent basis. No community programmer is allowed to interfere with or jeopardize WSIA operations or otherwise violate the policies and procedures under which the radio station operates.

Community programmers are non-voting members of WSIA and they may not be a director of the station.

Community programmers will receive a Community Volunteer WSIA ID card which permits access to the radio station. They must carry the ID whenever they are on the College of Staten Island campus.

In the use of WSIA's equipment and facilities, each community programmer should conduct him or herself in a manner consistent with WSIA's goals. Each person who uses WSIA's equipment or facilities shall obey the policies and procedures as outlined in the book and/or issued by WSIA staff in the exercise of their responsibilities.

Community programmer access to WSIA is subject to the demands of student use and judgment of the General Manager and Chief Engineer.

Community programmer access hours will be scheduled by the General Manager and Chief Engineer.

Community programmers must be 21 years of age or older.

A maximum of ten community programmers may be members of WSIA at any one time.

No more than half the total number of community programmers can be WSIA alumni.

The time period for a community programmer to be involved is twelve months. Volunteers may re-apply after that time.

This policy will be in effect for two years. It may then be renewed by both the WSIA Board of Directors and the Radio Station Advisory Board.

Becoming a community programmer:

WSIA will provide training to residents of our listening area on a limited basis.

Community members must apply to be programmers. The application must include an explanation of how the applicant can help WSIA better serve the community. This can be in the form of a letter.

All programmers must complete all workshops and pass the WSIA test. A \$25. training fee will be charged to cover the cost of the community programmer workshops. The fee may be waived by the General Manager for hardship reasons.

A committee consisting of three WSIA students and one station professional will interview each potential programmer. The committee will give a list of recommended programmers to the WSIA Board of Directors for final approval.

All potential programmers will be evaluated using the following criteria:

- the need for their particular proposed programming
- ability to help WSIA serve the local community with news and public affairs programming
- willingness of the applicant to accept role assigned by the Board of Directors
- capacity to increase the diversity and creativity of WSIA programming
- understanding of both student Board of Directors and the College of Staten Island's roles in the governing functions of the station.

The General Manager maintains the authority to turn an applicant down.

GENERAL FORMAT

WSIA is a mix of different varieties of music that emphasizes new and alternative music that is not being played on other radio stations. DJs are required to play a certain amount of new music from the emphasis and new release bins in the on-air studio. The Board has set the following criteria for what genre of music should be in the new release bins:

- Music should be new.
- Music should be eclectic.
- Music should be educational and culturally diverse.
- Local music should be of high quality

The Music Director(s) will make the selections of what will be put in the new release bins for DJs to play. DJs will be required to play a minimum of 8 New Releases, with at least 4 of them being from the Emphasis Bin, per hour.

The Board reiterated that the music should not be overplayed and should not be block programmed.

From 6 AM until 2 PM our format has a couple of requirements. The music should be on the lighter side. We have the rest of the day to play heavier music. The 1:30 -2 PM time can be used as a bridge to play a little heavier music to take listeners into the next time

slot. The other requirement is that a minimum of 50% of the music should be labeled with a colored dot. This music is Jazz, Blues, New Age, World, Folk, and Classical. While the current format now allows a wide variety of dot music, you should be aware that WSIA has had a fifteen year commitment to Jazz & Blues Cafe every day from 10am - 2pm.

STRUCTURE

In addition to the above station BY-LAWS and Rules and Procedures, there is an additional structure that involves the General Manager. The College regards the station as a student run organization but believes that there has to be someone who is ultimately responsible for the operations of the station. The General Manager is employed by the College and is the person held ultimately responsible for the operations of the station. In this regard, the General Manager can veto decisions of the students when he believes that they endanger the operations of the station.

In addition, the format of the station is formulated by the student Board of Directors and then submitted to the General Manager for his approval. If he approves, it goes into effect. If he disapproves, he will return it to the Board with his reservations. The Board will then submit a revised format. If the General Manager disapproves, the Radio Station Advisory Board will meet to consider the matter.

COLLEGE POLICY

As the license holder, the College has the ultimate responsibility for WSIA. In this regard, there are areas where certain policy and procedures are determined by the College. The College has a Radio Station Advisory Board that meets on a regular basis to discuss these areas. The Board consists of the Dean of Students, the Director of Student Activities, the Special Assistant for Legal Affairs, two Faculty members, the President of Student Government, the President of the CSI Association and two student representatives from the radio station.

DRINKING AND DRUGS

The College strictly prohibits the presence of any alcohol or illegal drugs in the radio station or any adjacent areas. People in the station should not be under the influence of these substances either.

OBSCENITY AND INDECENCY

You are not allowed to broadcast anything that is obscene and/or indecent. The FCC is not specific on what is or isn't obscene and or indecent. Therefore, you should be careful in what you say and play. If you are not sure if something is obscene and/or indecent, check with the General Manager beforehand. There are copies of FCC rulings in the General Manager's office. Here is a basic explanation from the Intercollegiate Broadcasting System:

Indecent language is defined as, "Language that depicts or describes, in terms patently offensive as measured by contemporary community standards for the broadcast medium, sexual or excretory activities or organs."

Keep in mind that the FCC has said it will determine what are "contemporary community standards for the broadcast medium" - not the local community.

To be obscene, according to the FCC, "Material must meet a three-prong test: (1)An average person, applying contemporary community standards, must find that the material, as a whole, appeals to prurient interests; (2)the material must depict or describe, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and (3)the material, taken as a whole, must lack serious literary, artistic, political or scientific value."

It is not up to you to make judgments regarding whether or not something should be broadcast. If there is any chance that the material could be considered obscene and/or indecent, you must bring it to the General Manager. It his responsibility to determine if it can be broadcast.

Since all DJs should be familiar with what they are playing, they are responsible for everything that goes over the air during their show. The added responsibility of having our antenna site owned by the Archdiocese makes keeping obscene and/or indecent material off the air even more important. If someone broadcasts obscene and/or indecent material, or hears it, the General Manager must be notified. The person will then immediately be taken off the air and suspended for a minimum of two weeks. Malicious conduct in this area can result in permanent suspension from on-air. People who show they are not capable of responsible decisions in this area will not be allowed on-air. If you find a curse on a record that is not marked with a warning, write obscenity next to the song title on the record jacket and label. Put a curse sticker on the album.

All this can make a student feel frustrated and powerless. The truth is, with hard work, perseverance, organization and a professional attitude, a student can do a lot. Rules and operating procedures are not set in stone. The management is always looking to improve things. The student must realize that any changes and improvements must be made with the organizations listed above.



PART 3: STATION PROCEDURES

TEAMWORK

Everything at WSIA depends upon teamwork. All staff members must work together to reach the goals of the station. There will always be problems, disagreements, etc. We should all understand that this is just inherent to the operation of a radio station.

GUESTS

Showing family and friends around the station is permitted. Guests for interviews and otherwise should have the permission of the General Manager. All guests after business hours are required to have a signed guest permission form before hand.

STATION APPEARANCE

We all take great pride in the appearance of the station. A lot of money has gone into making WSIA a professional looking operation. We often have important guests and visitors. Keeping the station clean is every staff member's responsibility.

If you see papers lying around, straighten them up. If the garbage cans are full, empty them. If anyone is smoking, kindly remind them they must do that outside the station. If people are just standing around talking or just hanging out, politely ask them to do it outside. If you are using your mailbox as a filing cabinet instead of what it was designed for, empty it. In other words, "Do It Yourself".

THE PHONE

Proper handling of incoming and outgoing calls is essential to the operation of WSIA. The Business line is 932-3050. The request line is 982-3060.

Phones are limited to station use. They are not for personal phone calls. The only exception is for making quick calls for taxi, pick-ups, etc.. If you are caught making a personal phone call you will be politely asked to cut it short and hang up.

Long distance calls can only be made with the permission of the General Manager. If there is an emergency need for a long distance line and the General Manager is not around, you should go see the Chief Engineer or Operations Intern to okay the call. If they are not available, go up to the Office of Student Activities and kindly ask the Director, Assistant or secretary to get you long distance access. This procedure should also be used when the General Manager is on vacation or out sick.

WSIA receives some very important phone calls every day. Therefore, it is of the utmost importance that the phones be answered correctly.

If you hear a phone ringing, pick up the phone and say "WSIA...May I help you". If the call is not for you, tell the caller to hold on and then go see if the person they want is in. Then put the caller on hold. Go and check for the person and politely tell them which line to pick up. If the person is not in, take a complete message. Make sure you take the person's full name, phone number, date and time called, and of course, the message. Then put the message in the appropriate mailbox.

THE COMPUTER

WSIA has a number of Apple Macintosh computers. If you would like to learn how to use them you should ask the General Manager or Operations Intern. They are easy to learn and you are encouraged to become familiar with them. No one is allowed to change the configuration of any computer at the station. No one is allowed to download or store files from the computer unless it is station business. If you need a floppy disc to store your files one will be give to you by the GM.



PART 4: JOB DESCRIPTIONS

DIRECTORS

WSIA's day to day operation is run by a student Board of Directors and General Manager. The Board meets to discuss station matters, work on ways to improve the station, and make decisions on the station's operation. If a staff member has a question, suggestion, or problem that he or she has not been able to resolve in individual meetings with the appropriate director or General Manager, they can be put on the agenda for a director's meeting by giving the General Manager a written proposal of what they want to discuss (at least 48 hours before the scheduled meeting). Cut and dry problems in which the facts are clear, will not be discussed. Meeting date and time are posted on the bulletin board at least one week in advance. The General Manager chairs all meetings and votes only in the case of a tie.

Each director is responsible for his or her department as discussed in their job description. Every director has an appointed assistant director who acts in the directors behest and in the director's absence. In the event a director's resignation or removal, the assistant director becomes acting director until an election can be held at the next full staff meeting. If there is no assistant, the Board will appoint an acting director.

Every director has office hours posted on the bulletin board. Efforts are made to make office hours convenient to both day and night students. If you need to see a director, you can come during office hours. It is a good idea to make an appointment with that particular director. Directors try to talk with the General Manager every other day and meet with him once a week. Therefore, if you are having a problem getting hold of a director, see the General Manager.

All directors have a written proposal (required of any staff member running for a directorship) on file in the General Manager's office at least three days before the election. The proposal includes plans and goals for their department's organization and development. All proposals are open for inspection.

PROGRAMMING DEPARTMENT

The Programming Department is responsible for the overall sound of the station. Though the format is formulated by the Board of Directors and approved by the General Manager each year, it is the Programming Department which is responsible for carrying out and enforcing the format. The Programming Department works with the Personnel Department and the General Manager to train new DJs. The training that Programming is responsible for pertains to music and the format. After the DJs have finished their training, they submit a demo tape to the director for approval. If the tape is approved, the DJ is then scheduled for fill-ins or a regular show. The director and his or her staff work together on on-going evaluations of all DJs. Before each semester starts, DJs submit a schedule to the director. The director and his or her department then formulate an overall DJ schedule for the semester. The factors used to formulate the final schedule are:

- Is the DJ fulfilling the format requirements?
- Is DJ doing work at the station?

- Seniority
- Is the DJ following FCC and Station regulations?

Director:

- All aspects of programming.
- A printed schedule of all programming.
- The scheduling of all authorized announcers to fill air shifts.
- Filling air shifts in the case of absences, lateness and emergencies.
- The monitoring, evaluating and approval of all announcers.
- Meeting with the Personnel Director regarding the competency of on-air personnel.
- The content and quality of all programming.

Jobs:

Assistant Programming Director:

- Available when director is not.
- Act in the director's behest.

Special Programming:

- Scheduling of pre-recorded special programming
- Screening submitted programming with the director evaluating it for airing.

Fill-ins Coordinator:

- Announcers contact this person when they cannot do their shift.
- Finds fill-ins for all music announcing shifts.

PERSONNEL DEPARTMENT

The Personnel Director keeps track of all staff, new and old, information on the computer. The Personnel Director schedules general workshops for new staff applicants throughout the year. The Personnel Director also assists to coordinate the other workshops. All policy and procedure violations (excluding those the General Manager is responsible for) are reported to the Personnel Director. Depending on the infraction and whether the person has already received a warning, the Personnel Director then sends either a warning or a suspension with a copy to the appropriate director and the General Manager.

Director:

- All activities relating to the recruitment of new personnel.
- General Workshops for new applicants.
- Workshops pertaining to the training of applicants for on-air shifts and otherwise.
- All disciplinary action regarding station policy and procedures. These actions must be carried out in conjunction with the General Manager. The appropriate director(s) must be informed after the action is taken.
- Informing the staff of all meetings and the taking of attendance.
- The posting of a clean-up schedule.
- Keeping up to date records on all personnel.
- Assisting the General Manager, Chief Engineer, Operations Intern and other directors.
- Handling the administration of the test and FCC licenses.
- Making sure all staff are doing work in a department.

- Assisting any staff member and new applicant that has a question or problem.

Jobs:

- Coordinating the workshops (General, News, Board, Music)
- Coordinating station cleanup.
- Making sure all on-air staff are working in a department.
- Coordination of staff meetings and directors meetings.
- Typing of letters for disciplinary action.
- Maintaining staff information on the computer.
- Updating, developing and typing of written test.
- Making and hanging recruitment posters.

NEWS DEPARTMENT

WSIA's News Department is responsible for airing daily newscasts at 9am, 12pm, 5pm, 6pm, and 7pm as well as producing weekly interview programs and covering local news stories. The Department works to make sure WSIA is doing the best job possible to serve the Staten Island community with news, information and public affairs. The director trains all news personnel in basic news operations. The director and his or her department schedules all newscasts. He or she works with the Programming Director.

Director:

- All News and Public Affairs programming.
- The recruitment of news personnel in conjunction with the Personnel Director.
- The training of all News personnel.
- The monitoring, evaluation and approval of all news personnel.
- A written schedule of all news programming.
- The content and quality of all News and Public Affairs programming.

Jobs:

Assistant News Director:

- Oversees all news and public affairs programs and newscasts.
- Trains and recruits news personnel and runs workshops.
- Acts in the director's behest.
- Available when the director is absent.

Reporter(s):

- Cover and report at least one local story every two weeks.

News Anchors:

- Reads news on the air at the assigned time.

ENGINEERING DEPARTMENT

The Engineering Department's goal is to keep all of WSIA's equipment in good working order, assist in the recording of live music performances, and providing technical assistance in all remote broadcasts. The Engineering Department performs weekly maintenance on all equipment. The department also engineers sports broadcasts, news interviews, phone call-in programs, live music recordings in the station and at remote loca-

tions. The director and his or her department works with the Chief Engineer on all aspects of the station's engineering needs.

Director:

- The efficient operation of all technical operations.
- A maintenance schedule and log for all station equipment.
- Recruitment of engineering personnel in conjunction with the Personnel Director.
- The training of the appropriate personnel in the technical operations of the station.
- Notification to the Chief Engineer when equipment is being improperly operated, broken, malfunctioning or requires service.
- Scheduling engineers for live interviews, live remote broadcasts, live music recording and other programming where engineering personnel will be needed in conjunction with the appropriate director.
- Being available in the case of emergencies relating to the technical operation of the station and working with the General Manager and the Chief Engineer to resolve these problems.

Jobs:

Assistant Engineering Director:

- Assist the director in the cleaning and maintenance of equipment
- Coordinate staffing for remotes
- Organize staff training schedule

Maintenance Engineer:

- Clean all heads at least once per week.
- Check balance and calibration of all playback and record equipment in the station.
- Makes sure all station equipment is in proper working condition and reports any problems to the Chief Engineer.

Remote Engineer:

- Planning and setting up all remote broadcasts.
- Coordinates with producers and talent of that remote.
- Makes sure equipment and lines are in working order before remote.
- Engineers complete broadcast.
- Breaks down remote and stores equipment.

Talk Show Engineer:

- Makes sure all equipment needed for talk show is in working order the day before.
- Engineers complete show including delay.

Recording Engineer and Technicians:

- Recording live music performances in the recording studio or at remote locations.
- Microphone placement and technique, mixing, wiring, troubleshooting, and post recording mixdown.
- Set-up and breakdown of recording equipment for musicians at recording site.

UNDERWRITING DEPARTMENT

The Underwriting Department works to raise money from outside sources. This includes businesses and individuals. The director works with staff members to solicit businesses for contributions. Once the donation is obtained, the General Manager receives all paperwork and gives a final approval on the content of the underwriting announcements. The announcement is scheduled for airing.

Director:

- All fundraising activities in conjunction with the General Manager.
- The recruitment of Underwriting personnel in conjunction with the Personnel Director.
- The training of all Underwriting personnel in conjunction with the General Manager.
- All written material used to solicit donations.
- All copies used in underwriting announcements. The General Manager must also approve all announcements for adherence to FCC regulations.
- The production of underwriting announcements in conjunction with the Production Director.
- The scheduling of underwriting announcements in conjunction with the Traffic Director.
- The accounting of all donations in conjunction with the General Manager and the CSI Association office.

Jobs:

Assistant Director:

- Assists director in all aspects of the department.
- Available when the director is absent.

Account Executive:

- Solicits donations from local businesses.
- Makes contract with Underwriting proposal.
- Gives signed contract to director and General Manager.
- Makes sure announcement is produced and in on-air studio.
- Gives airing times to Traffic Director.

TRAFFIC DEPARTMENT

Every week WSIA receives many requests from community groups and local non-profit organizations for on-air announcements. The Traffic Department takes these requests and writes announcements. These announcements are then put in the PSA box in the on-air studio. It is the announcer's responsibility to read the PSAs at the assigned times indicated on the Program Log. The FCC requires WSIA to keep track of the programming it airs. We do this by keeping Program Logs. The Traffic Department produces daily program logs for the DJ to fill out as they do their shows. The logs are then kept on file.

Director:

- The creation, maintenance and filing of all program logs.
- The recruitment of personnel in conjunction with the Personnel Director.

- Correspondence with local organizations concerning public service and event announcements.
- The training of personnel in writing PSA's.
- The recording, filing and maintenance of all FCC files.
- The creation, maintenance and filing of the WSIA history.

Jobs:

Log Coordinator:

- Makes sure all logs are filled out and in On Air Studio at least 48 hours before needed.
- Removes and files all logs once per week.

Underwriting Logging Coordinator:

- The Logging Coordinator logs all underwriting announcements.

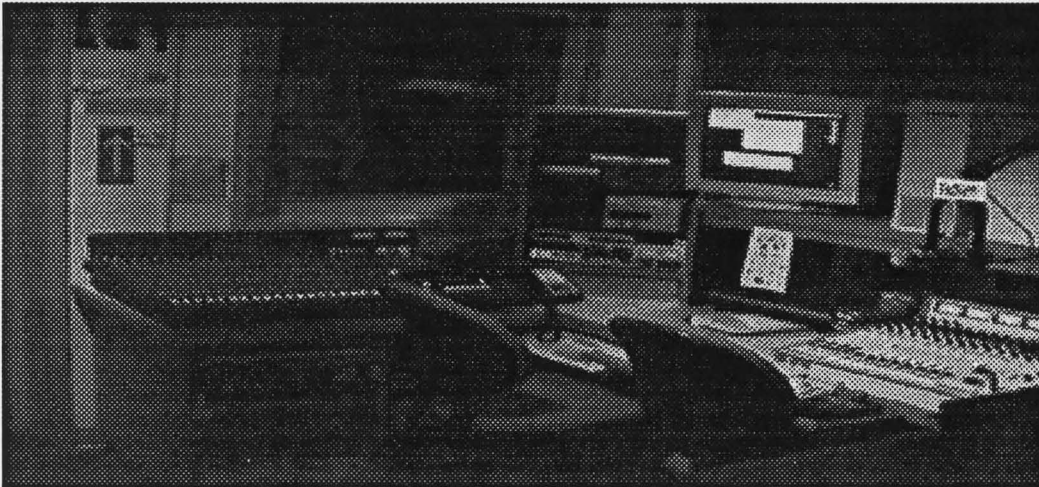
PSA Writer:

- Takes material received from outside sources and writes in up into readable copies.
- Puts new PSAs into box in on-air studio.

PSA Tape Coordinator:

- Is in charge of all PSA material on cart.
- Forwards material to Production Department for carting.

PRODUCTION DEPARTMENT



Recorded material such as taped public service announcements, taped station promotional announcements, local music, pre-recorded shows, sweepers and sponsorship spots are all products of the Production Department. The director and his or her staff meet once a week (or more) to produce these materials as a team. The director works with the Chief Engineer, Operations Intern and General Manager on regular production workshops (both basic and advanced). This helps to insure uniform operation and training. Anyone wanting to work on production equipment must attend the basic workshops. The Production Director works with the General Manager to make sure all expendable supplies for production will always be in stock.

Director:

- The technical quality of all taped material to be aired.
- The scheduling of personnel using the Production Studio .

- Supervising and helping staff members who wish to use the production facilities.
- Keeping an up-to-date file and archive of all taped material.
- Working with the General Manager to keep the Production Studio stocked with necessary supplies.
- Keeping a log of all recorded station promotions.
- Removing pre-recorded messages because of technical quality or over-playing.
- Working with the producer of the material to rectify poor technical quality of a recorded spot.
- Working with the Chief Engineer to make sure the technical operation of the Production Studio is in order.
- Working with the Programming and Traffic Director on proper rotation of material being aired.

Jobs:

Assistant Production Director:

- Assists the Director in all above listed duties and acts on his/her behalf in their absence.
- Transfers all recorded material to Digicart for broadcast, coordinates the scheduling of announcements with the traffic department.

Copywriter:

- Writes all scripts for public service announcements, sweepers, sponsorship spots and station promotions.

Voice-Over Talent:

- Reading scripts, selecting music beds and sound effects for recording on-air spots.
- Creative input in the making of on-air spots.

Production Engineer:

- Mixing, recording and editing of all material created for on-air use.

SPORTS DEPARTMENT

The WSIA Sports Department serves the local community with coverage of sports of CSI and other schools. There is a wealth of sports to cover on Staten Island. In the past we have broadcast a full range of local Staten Island sporting events. The department has also produced "Staten Island Sports Stuff," which features local athletes and phone call discussions with listeners. The department also produces "Sports Action," which is a live call-in show about college and professional sports.

Director:

- All Sports programming.
- Working on the training of all Sports personnel.
- Devotes substantial time and effort in organizing the day-to-day, game-to-game proceedings within the Sports Department.
- Authorizes formats of all sports programs.

Jobs:

Assistant:

- Attends meetings when the director is unable to.

•The assistant works closely with the director on most matters of the sports department.

PER EVENT

Producer:

•In control of the behind-the-scenes work of all sports events broadcast by WSIA.

Play-By-Play:

•It is this persons job to paint a word picture of everything that is happening regarding the event in question.

Color Commentator:

•Analyzes the event in progress.

MUSIC DEPARTMENT

WSIA receives thousands of albums each year from record companies. Companies give the station these albums because they want us to play their music in hope that listeners will want to buy the album. The Music Department is responsible for keeping in touch with these companies. They do so by producing weekly playlists that include all the music DJs play. These playlists are composed on the computer and are copied and mailed to hundreds of record companies and to CMJ, Hits, The Hard Report, and Jazziz. When we receive albums, they are cataloged by the music staff and put in the new release bins in the on-air studio. After they have been in the bin, they are put in the record library. The library is separated into sections: Alternative, Jazz and Blues, Compilations, and World Music.

Director:

- The operation of all areas related to recorded music.
- The recruitment of personnel into the Music Department.
- All communication with outside agencies(i.e.: Record Companies, Management Firms, etc.) regarding the acquisition of recorded material.
- The publication of the TOP 30 playlist to be taken directly from the tabulation of the playlists of all on-air music programs. The results (i.e.: ALL CHARTS) will be sent via fax to the appropriate music companies and CMJ.
- Maintenance, cataloging and filing of all incoming recorded music.
- Working in communicating to the on-air staff new artists, trends and history in music in order to keep WSIA's programming creative.
- Coordinates and oversees the administration of all Music Department business, including the Music Department directors listed below.

Jobs:

Assistant Director:

- Assists the director in all responsibilities listed above
- Acts for the director in his/her absence
- Coordinates music staff in their various departmental duties

Jazz and Blues Director:

- Follows all the responsibilities of the music director listed above for Jazz and Blues.

World Music Director:

- Follows all the responsibilities of the music director listed above for World Music.

Urban/Beat Box Director:

- Follows all the responsibilities of the music director listed above for Urban/Beat Box.

RPM/Dance Director:

- Follows all the responsibilities of the music director listed above for RPM/Dance.

Playlist Coordinator:

- Enters and tallies plays for playlists.
- Mails playlists to appropriate record companies and CMJ.

Record Librarian:

- Checks record library each week for proper filing.
- Keeps track that DJs are putting albums away. Makes list of missing albums.

PROMOTIONS DEPARTMENT

The Promotions Department works in a number of different ways to promote the station. One is giving away tickets, albums and other prizes to listeners. In the past, the department has produced a quarterly program guide and a monthly program calendar. The department has also helped WSIA produce a fundraising radiothon, promotions with the March of Dimes Walk-a-Thon, and with the Staten Island Tricentennial. The Promotions Department has also been involved with the C.S.I. International Festival, Juvenile Diabetes Walk, Benefit for the Bravest, and Richmond County Fair.

Director:

- All out of station promotions.
- Formulation and implementation of comprehensive and on-going promotional campaign.
- Coordinates all give-a-ways (tickets, prizes, etc.).

Jobs:

Nightworks Coordinator:

- Gathers and writes information on local club and concerts in Nightworks book for DJs to read on the air.

Ticket Give-A-Way Coordinator:

- Contacts local clubs and concerts for tickets.
- Writes up ticket giveaway sheets.
- Calls winners in to clubs.
- Keeps an updated list of those who have won tickets in the past 30 days.

Prize Give-A-Way Coordinator:

- Makes contacts for prizes.
- Writes up prize giveaway sheets.
- Packages and mails out prizes.

GENERAL MANAGER

The General Manager is an employee of the College of Staten Island. He is a member of the Office of Student Activities. He is responsible to the Student Government, the CSI Association and The College of Staten Island for the following:

- Overseeing and coordinating the day-to-day operations of the radio station and insuring that FCC regulations and the Standard Operating Procedures Manual of the radio station are adhered to.
- Supervising radio station staff and student personnel.
- Seeking outside funding sources (government and private grants) and processing applications for such.
- Enforcing guidelines for participation in WSIA at the request of the Personnel Director.
- Preparing an annual operating budget in cooperation with the Student Board of Directors and submitting it to the CSI Association for approval.
- Preparing vouchers, purchase orders, etc. and monitoring of budget on an on-going basis.
- Representing the WSIA Board of Directors at their request and disseminating information to the media in conjunction with the particular student director(s).
- Acting as liaison with College administration, particularly with the Office of Student Activities.
- Acting as liaison with the Radio Station Advisory Board.
- Other duties and responsibilities as may be assigned by The College of Staten Island.
- Providing assistance on an individual basis to the student directors as outlined in the following departments and performing their duties in their absence:

ASSISTANT TO THE GENERAL MANAGER (Operations Intern)

The Assistant to the General Manager (Operations Intern) is a one year paid position. The Intern must be a WSIA and CSI graduate with a BA or BS degree. The intern must be able to understand and use Macintosh computers.

Jobs:

- Assisting the General Manager in the coordination of the day-to-day operations of the radio station.
- Maintenance of FCC files.
- Recruitment and training of new staff.
- Development and production of news and public affairs programs and interviews
- Oversees student volunteers in all aspects of the radio station.
- Development of Macintosh-based computerized office systems.
- Assisting the department directors.

THE CHIEF ENGINEER-OPERATIONS MANAGER

This is a full time-paid position. There is a minimum of one year experience in radio production, engineering, remote broadcasts, and work in a college radio environment. There also must be experience with the repair and troubleshooting of Macintosh computers. Must also have the ability to work well with students.

Jobs:

- Assisting the General Manager in the coordination of the day-to-day operations of the radio station.
- Fulfilling production and technical duties required for grant-funded projects.
- Oversight of upkeep, access, and training for the use of Macintosh computers.
- Oversees all operations of live music performances.
- Coordinates the digital production studio.
- Works with the Production Director on access and training for the use of the production studios and equipment.
- Assisting the Personnel Director with on-going recruitment and training of all staff, particularly new staff.
- Assisting the Programming Director with development of new program ideas and scheduling and evaluations of all announcers.
- Assisting the News Director with the development and production of news programs and interviews.
- Assisting the Traffic Director in maintaining proper filing procedures, corresponding with local organizations concerning public service announcements, FCC governing filing and recording PSAs.
- Assisting the Sports Director with the engineering of remote broadcasts and the upkeep of sports equipment.
- Coordination with the Engineering Director of technical operations of the station, scheduling engineering volunteers and maintenance, and training of student engineers.
- Maintain all technical aspects of the station including equipment repair, studio and remote setup, transmitter site, and maintenance of equipment including computers.
- Holds DJ workshops.
- Holds production workshops.
- Checks that all DJs are familiar with the requirements including EAS procedures and FCC logs.
- Recommends and coordinates purchases of equipment.
- Other duties and responsibilities may be assigned by the General Manager and Board of Directors.