### MINUTES

### Feb. 10, 2009 • 7 p.m. Board room, Talley Student Center, fourth floor

### CALL TO ORDER

*Present*: Crystal Clark, John Clark, Ryland Clark, Melissa Patzwaldt, Laura Laurene, Bob Ashley, Dean Phillips, Phil Zachary, Kishea Phillips, Saja Hindi, Joe Wright, Kyle Robb, David Mason, Bradley Wilson

*Others Present*: Jamie Lynn Gilbert, Fred Eaker, Austin Page, Chris Cioffi, Martha Collins, Jane Moon, Ty Johnson, Taylor Auten, Ana Andruzzi

Not Present: Denise Gonzales Crisp, Jay Dawkins, Adam Compton

### OLD BUSINESS

- 1. Approval of minutes of Jan. 13, 2009. Approved unanimously
- 2. Budget update (PDF ATTACHED)

Facts and Effects

- Approval for all outside travel has been denied.
- Bradley: initially, the directions from the governor were that reductions only applied to state-funded accounts; University administrators determined that whatever applies to those state accounts applies to everyone
- In the long term, because some events require consecutive attendance, our standing in collegiate media circles could be damaged
- Currently fighting issues: college media training conferences, particularly the one for the *Agromeck* senior staff members and the one for the incoming *Technician* editor

John Elias started request

- Student leaders request help from Board to get training events funded
- "We feel they are filtering our requests."

Discussion

- Adam Compton mentioned: Student Government has been approved for 90 percent of its traveling expenditures through a memo on Jan. 30 from Charles Leffler which stated that student fee expenditures were exempt.
- Bradley: want, in writing, approval to continue to print the *Nubian Message* and funding for the editor's training conferences for *Technician* and *Agromeck*.
- Both Phil Zachary and Bob Ashley commended the Student Media for its "prudence" in these tough economic times. Zachary stressed that the "educational mission" of the Student Media must remain its primary focus. Limiting and/or cutting programs and opportunities will limit the organization's ability to fulfill some if not many of those goals.

- Phil Zachary proposed that professional members of the Board draft a letter to Dr. Stafford and copy Mike Giancola and Evelyn Reiman
- John Clark: suggested the letter ask for clarification rather than demand funds
- Bradley: stated that the President's Roundtable and Chancellor's Liaison meetings are the best opportunities for the student leaders to get the funding on the agenda of the decision makers.
- Dean Phillips: cannot put his name on the letter due to conflict of interest.

### Next Steps:

- Student leaders should use "effective" language at the President's Roundtable to start the discussion
- Letter from the Board to Dr. Stafford. Phil Zachary will craft the first draft but needs samples of what has been voluntarily cut on the part of student media thus far, all the facts, and the correct name spellings of all of those involved. Tentative date of completion: Tuesday, Feb. 18
- 3. Wolf TV update The Board agreed unanimously to move ahead with the "acquisition" of Wolf TV including, as indicated in the memo of understanding, the expenditure of start-up funds. Student staff members supported this as a way to get more video online. Other Board members supported it as a necessary asset for modern media.

### **NEW BUSINESS**

1. The Board moved into executive session to discuss an update on an editor not in compliance with University Regulation 11.55.6. Board members developed a work plan for the individual involved and requested updates at the two remaining Board meetings of the academic year.

### REPORTS

- 1. Agromeck
- 2. Americana
- 3. The Nubian Message
- 4. Technician
- 5. Windhover
- 6. WKNC 88.1fm
- 7. Society for Collegiate Journalists
- 8. Budget update
- 9. Technology update

### ADJOURN

REPORTS

Due by Feb. 3 at noon

### AGROMECK

(submitted by John Cooper Elias, editor)

*Revenue* — After projecting last time that our revenue was coming close to 100 percent, we found out that our ad company would be three pages short of what we asked for. That will leave us \$2,250 short on ad revenue. Book sales will likely exceed the budgeted goal of 100, but we would need to sell more than 40 extra to make up that difference. We may look at cutting other budget line items (which we might not have gotten approval to spend anyways) to make the budget work.

Personnel — We had one designer guit the staff this semester due to her lack of availability. One of the *Technician* designers will now be designing for us on a regular basis.

Training —As stated in our Compact Plan, we will be conducting formal training as a part of some of our staff meetings. The NCCMA conference was going to count, but since our participation in that is in question, we might be arranging an additional training.

Deadlines — We made our January deadline by sending 21 pages on a 20 page deadline. We now have 229 out of 320 pages in the plant (71 percent). We also have 13 completed signatures out of 20. We will not be receiving proofs on these final pages. Complete deadline tracking is available in the chart provided as part of my compact plan. This current 48-page deadline will be the most challenging one of the year, but I feel good about progress to this point.

Progress Toward Goals — We have sold 91 books out of a budgeted 100. We will be sending out the next round of "In the Book" postcards and direct mailings to parents of students who took senior portraits this week. Hopefully we will see book sales jump again from those things by the time we have the meeting.

As required we have set up a Compact Plan which will track three things: recruitment and retention, coverage (sources) and deadlines. These things are done for the University, but will also help us track some of our internal goals.

Deadline	# of sources	# of pages	avg. so per p				
1	545.0	100.0	5.4	•			
2	312.0	38.0	8.21	053			
3	219.0	30.0	7.	-			
4	294.0	40.0	7.3	35			
5	101.0	21.0	4.80	952			
Deadline	date of deadline	# of pages due	# of pages sent	% submitted			
1	09/19/08	112.0	100.0	89.29%			
2	10/17/08	40.0	38.0	95.00%			
3	11/25/08	48.0	30.0	62.50%			
4	12/17/08	20.0	40.0	200.00%			
5	01/23/09	20.0	21.0	105.00%			

### AMERICANA

NO REPORT

### **NUBIAN MESSAGE**

(Submitted by Kishea Phillips, editor)

*Revenue* —We have sold two ads this period. One ad was a full-page and the other was between one eighth and a half page.

*Expenditures* — There were no expenditures that are out-of-the-ordinary or out-of-line with the budget.

*Personnel*—There has been some shifting in and out of writers, but I don't feel that there have been any significant staff changes. I have officially hired one more staff writer, and I am in the process of hiring two more. We have 24 active staff members and three that are still being hired. Two people have expressed interest in writing for the paper and two are considering rejoining the staff. I am optimistic about the staff because students are still expressing interest in writing with us.

*Training* — The staff has not undergone any training since the last board meeting. While we did not have any formal training sessions in January, I have set the following dates for training this semester: Feb 6, Feb. 13, Mach. 13 and April. 3. I also told the students about the Feb. 21 North Carolina College Media Association conference.

*Technology* —There are no problems with the technology currently. The new software is working out great. The layout designers are really enjoying the new computer and software upgrades.

*Coverage* —We are working on improving our coverage to make it more relevant to campus. We are trying to keep our focus on issues that directly affect the students and events that occur on campus by asking students around campus what issues they would like for us to research and report on and by staying informed through faculty and staff interactions. We are also brainstorming different methods to keep students as the main focus of our paper such as our new monthly Student Spotlight feature.

*Deadlines* —The staff is doing okay meeting deadlines, but it could be a lot better. For issue 12 there were 11 articles. Seven of those 11 articles were submitted by deadline, about 64 percent. For issue 13, there were eight N.C. State student-written articles. Five of those eight were submitted on time, about 63 percent. For issue 14, there were 11 articles printed and 13 submitted. Eight of those 13 articles were submitted on time, about 62 percent.

*Ethical/Legal issues* — There have not been any ethical or legal issues since the last Board report. There have been no corrections.

*Progress Toward Goals* – All news articles have had student and/or faculty sources. The *Nubian Message* has continued to print and distribute on time.

### TECHNICIAN

(submitted by Saja Hindi, editor)

*Revenue* — Back pay from October, November and December totaled \$695. The staff is now aware of the restrictions on the budget and have informed their section staffs about the process for late timesheets and why they need to be turned in on time if they expect to get paid.

*Training* — Since the last Board meeting the staff has undergone several different training sessions to help improve both the writing and editing within the paper. We held a copy editing training two weeks ago for writers, designers and copy editors, and the second half of that training was focused on alternative copy stories for the designers. Former editor Tyler Dukes led the copy editing training and Agromeck Editor John Cooper Elias and Agromeck Design Editor Bryant Robbins led the training on alternative copy stories.

*Technology* — There have not been any major problems with technology since the last Board meeting, but there have been ongoing small issues with CP5. The Web site is great when it works correctly, but we often have trouble using the system in the evenings. This includes problems with uploading and saving both stories and photos and also issues with the newsletter and general site function. The speed of the site still seems to be the biggest issue present at this time. Despite the small problems, the staff has continued to make an effort to do different things for the web. The photo staff has more consistently produced photo and audio slideshows and the sports staff is utilizing CP5 to post-game coverage stories within an hour of most basketball games. Fred has also helped show some members of the staff how to produce alternative copy on the Web site, so that big packages from the print edition can make it on the Internet in that same form.

*Coverage* — We are beginning to work with Wolf TV on projects like the Krispy Kreme Challenge and Polar Plunge to continue to have more of a web-based focus. We also made sure to use the web resources available to us when reporting on Kay Yow.

*Deadlines* — We are still struggling with deadlines, even if we are missing it by only a few minutes. Making the budget meetings earlier has definitely helped out, but for the last month for example, my pay was almost cut in half due to missing the midnight deadline. The News & Observer has not yet begun charging us for missing.

*Ethics/Legal issues* — We had one incident where the deputy news editor, Samuel Branch, wrote a staff report from other sources, including quotes, but did not attribute the quotes to another source. We had a discussion about what a staff report entails and making sure everything is credited, so we are not dealing with plagiarism issues.

We also had a couple of weeks where corrections were being run in the paper but were not updated online due to miscommunication between the viewpoint editors and not understanding fully how to do so online. We've discussed the importance of updating them daily, and Fred has showed several people how to update them online, so if one person forgets, someone else can check and fix it right away. *Compact Plan* — As a part of the University-required compact plan, we are tracking the number of sources for each section with the exception of viewpoint.

Over the past three weeks, the features section ran 44 stories, with 129 sources. The news section ran 77 stories, with 213 sources. And the sports section ran 41 stories, with 220 sources.

### WINDHOVER

(submitted by Joe Wright, editor)

*Windhover* has made significant progress over the past month. Our design editor created a detailed list of deadlines, two a week, to keep production on schedule. We have met these deadlines consistently every single time thus far.

On Jan. 28, we met with Frank Pulley of Theo Davis to finalize the book. The book will be 96 pages and consist of four spot colors with two metallic colors. We are able to have two metallic but they cannot be featured on the same spread. We will be producing 2,500 books this year.

Right now the biggest issue we face is ensuring that we are able to print the book this year. As I understand it, we are not guaranteed the money in our budget anymore. We would like to seek the aid of the Board in supporting us as we request this money from Dr. Stafford. I hope to engage a discussion on this during the Board meeting.

### WKNC

(submitted by Kyle Robb, general manager)

*Training* — We are midway through WKNC 101 training. Final written exams will be on Feb. 24. To date, 23 of the 25 initial enrollees remain.

*Technology* — Wolfpack Sports patched the wrong feed through for the Jan. 15 Women's Basketball Game. The board feed instead received the Hurricane's game. Our engineer worked with Wolfpack Sports to patch into the feed from our Comrex unit, which we used to broadcast the duration of the game. After further investigation into the incident, it appears operator error on the side of Wolfpack Sports was the most likely cause.

*Coverage* — Using our Comrex unit, we did a live broadcast of the Kay Yow tribute at Reynolds Coliseum on Jan. 28.

WKNC will be broadcasting live from Double Barrel Benefit 6 at the Pour House Music Hall in Raleigh. Austin Page will meet up with the sound team at the Pour House on Feb. 5 to test our equipment.

*Personnel* — Caitlin Cauley has been hired as assistant promotions director. She will be active in handling both on-air promotions and event coordination. Thomas Anderson has been hired as an assistant to the head music director. Thomas' duties will include receiving and organizing all

incoming music as well as producing reports on received dates and add dates for the music staff.

*Revenue*— Double Barrel Benefit 6 is set for Feb. 6 and 7.

### Updates since initial report:

*Double Barrel Benefit 6* — The event sold out both nights with total ticket sales of 476 on Friday and 452 on Saturday. Total revenue from ticket sales and merchandise sales was \$7,405.30, eclipsing the previous best of \$4,996 set last year. Using our Comrex and a soundboard to line into the live mixer, we were able to broadcast nearly the entire event life. Our engineer, Austin Page, along with Steve Salevan, designed a 10-second delay from the live feed to intercept any potential FCC violations. Additionally, we received media coverage from the *Technician, News & Observer*, and NBC 17's music blog, music.mync.com, which shot a 6-minute video piece on the first night.

*Web Server Crash* — On Feb. 5, around 9 p.m., the WKNC Web server crashed, disabling our Web site and e-mail systems. Fred Eaker, along with Steve Salevan, Austin Page and John Jernigan restored the server within about 24 hours.

*Transmitter Static* — On Feb. 7, we began experiencing bursts of static in our signal. By Sunday afternoon, the transmitter went completely down and the station was off the air for nearly an hour. Our engineers reduced the power of the transmitter to 50 percent on Sunday, which temporarily relieved the problem, but the static bursts returned an hour later. We have since lowered our transmitting power twice more and are operating at 10 percent of power. Austin Page, our student engineer, along with consulting engineer Will Patnaud and John Jernigan spent several hours troubleshooting the transmitter and have found few plausible explanations for the problem. We have purchased a firmware kit which will help us diagnose the problem. We should have it installed Feb. 11. Austin said it was not a loss of signal along the way.

### SOCIETY FOR COLLEGIATE JOURNALISTS

(submitted by Kyle Robb, vice president)

SCJ is continuing to plan the Freedom of Speech Panel discussion to take place Feb. 25 at 7 p.m. in the Witherspoon Campus Cinema. Speakers will address contemporary issues regarding free speech in media on college campuses as well as issues specific to N.C. State. Potential speakers have been contacted, as has a potential moderator — one of the journalism professors on campus.

Six students applied for membership this spring. Current members voted unanimously to accept all six applications for membership. Officer positions will also roll over with the new semester and we will be holding elections for the office of president (from which Saja has stepped down), historian, and treasurer on Feb. 6.

### **BUSINESS OFFICE**

(submitted by David Mason, manager)

*Revenue* — Through Jan. 30, 2009, billed revenue for *Technician* is \$229,398.47. Non-fee income for WKNC currently sits at \$22,152.34, while local advertising for *Nubian Message* is \$1,363.80. We expect to surpass our goals for the year for WKNC and *Nubian Message* in the next month. Our goal for *Technician* remains \$400,000 for the year. We are on track to land near that figure, but local sales will need to increase substantially for us to hit that target.

*Personnel* — Since the large-scale territory changes in November, all of our account representatives are feeling more comfortable with their territories. The importance of face-to-face meetings has been stressed to the sales team, resulting in a major increase in meetings, while local sales are noticeably on the way up. In addition, our off-campus housing accounts representative has done a great job getting our housing clients advertising much earlier and more often than previous years. We are also working on selling donor announcements for the baseball games on WKNC, as the season is quickly approaching.

*Upcoming Events* – The business office is planning on selling special Valentine's Day classifieds that will run on Feb. 13. In an effort to increase classifieds revenue and market our Student Media brand, the business staff will contribute to Valentine's classifieds sales in the Brickyard during the week of Feb. 9. We have also partnered with a local spa to raffle off a gift certificate. Each person who purchases a Valentine's classified ad will be placed in the raffle. We are also starting to plan for the Housing Fair, which will take place toward the end of March. The event follows our special Housing Issue in *Technician*, which is already looking like a big money-maker.

*Goals* — Goals for this semester will continue to include increasing local sales, improving customer service, and ultimately hitting our anticipated numbers for the end of the year.

*Numbers* — We began keeping track of contacts, new prospects, number of meetings, and ad sales for all clients contacted. The following are numbers collected from the first month:

-		-	
3	2	23	\$1,407
10	6	28	\$4,034.92
10	7	30	\$9,490.64
10	4	37	\$6,832.64
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### Week Prospects Meetings Contacts Sales

### **BUDGET UPDATE**

### As of Jan. 30, 2009

- *Technician* advertising billed: \$229,398.47
- *Technician* projections for collections: \$213,340.57
- Technician budgeted income to date: \$258,380.47
- Technician actual expenditures to date: \$176,006.56
- Nubian Message local advertising sold to date: \$1363.80 (\$240 collected)
- *Agromeck* local advertising sold to date: \$0

- Agromeck total advertising sold to date: \$9,750 (of \$12,000 budgeted; 81 percent; \$2,250 loss)
- Agromeck book sales to date: 81
- WKNC non-fee income to date: \$22,152.34

PDF of monthly report (ATTACHED)

### TECHNOLOGY

Technicianonline.com saw significant spikes in traffic due to "Snow Day" multimedia content and an editorial entitled "Try to put Yow remembrance above rivalry."

Wknc.org's new blog accounted for 8 percent of total traffic to the Web site.

Statistics for all media, except Windhover, which had no mentionable traffic is ATTACHED.

## **STUDENT MEDIA BUDGET VS. ACTUAL**

DATE: Jan. 31, 2009 PERCENT THROUGH FISCAL YEAR: 58%

Payroll Supples StaffDvlp,/Travel Current Services Fixed Charges TOTAL Non-Fee Income Fee Income Fee Income TOTAL		2 Payroll Supplies StaffDvlo./Travel	2 Payroll Supplies StaffDvlp/Travel Current Services Fixed Charges TOTAL Income
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33% 0% 51% 39% 24% 93%	53% 48% 85% 3.81% 89%	Percent 50% 12% 36%	Percent 0% 0% 0% 0% 0%
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Percent 46% 62% 56% 74% 56% 0% 46%	6.91% 5.91% 6.91% 5.91%	68%	Percent 33% 78% 45% 14% 36% #DIV/0! 46%
Payroll Contracted Services Supples StafDvlp/Travel Current Services Fixed Charges Capital Outlays TOTAL	Current reserve Budgeted Reserve Transfer	Fee Income Non-Fee Income TOTAL INCOME Net Profit/Loss	Payroll Supplies StaffDvlp,/Travel Current Services Capital Outlays Contracted Services Fixed Charges Grant
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97% 70% 83%

50% 90% 43% 50% 100% 37% 36% 51%

Percent

Non-Fee Income Fee Income TOTAL

~ ~ ~

48,350.00 \$ 20,777.51 \$ 69,127.51 \$

22,152.34 20,066.44 42,218.78

61.07% 45.82%

Non-Fee Income Fee Income TOTAL

\$ \$ \$

-300,572.90 300,572.90

84.44 290,286.40 290,370.84

97%

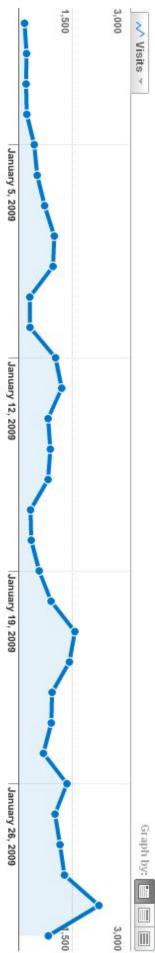
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61% 0% 237% 42% 51% 62% 100%

Percent

# technicianonline.com

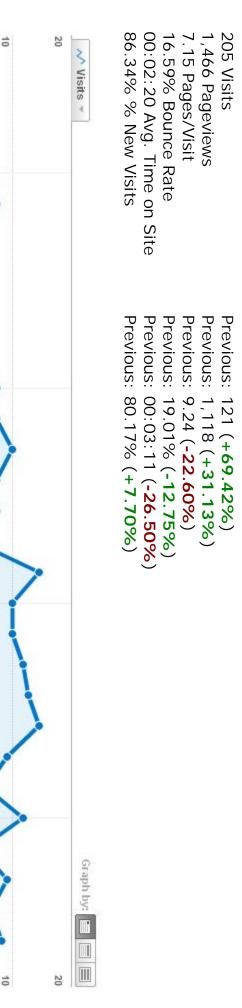
59.53% % New Visits 00:02:10 Avg. Time on Site 2.60 Pages/Visit 65,935 Pageviews 55.42% Bounce Rate 25,313 Visits Previous: 2.26 (+15.21%) Previous: 62.77% (-11.71%) Previous: 00:01:29 (+45.97%) Previous: 55.62% (+7.03%) Previous: 29,974 (+119.97%) Previous: 13,257 (+90.94%)



remembrance above rivalry" editorial. Spikes in traffic occurred on January 21, lead by "Snow Day" content, and January 30, lead by "Try to put Yow

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	36.73%								39.52%	•

# reprints.technicianonline.com



at the reprints site increased as well. content at technicianonline.com. However, it is safe to say that as traffic increased at technicianonline.com, the traffic Due to the structure of the reprints web site, it is difficult to draw correlations between it's traffic spikes and specific

January 5, 2009

January 12, 2009

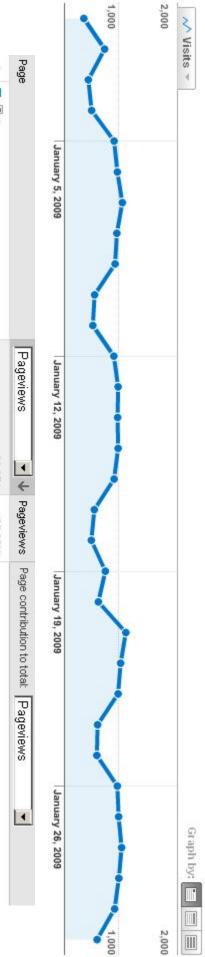
January 19, 2009

January 26, 2009

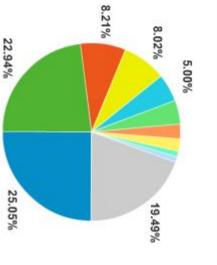
### wknc.org

25,200 Visits 83,730 Pageviews 3.32 Pages/Visit 39.98% Bounce Rate 00:04:50 Avg. Time on Site 45.23% % New Visits

Previous: 15,353 (+64.14%) Previous: 40,209 (+108.24%) Previous: 2.62 (+26.87%) Previous: 55.90% (-28.48%) Previous: 00:04:18 (+12.17%) Previous: 43.06% (+5.03%)



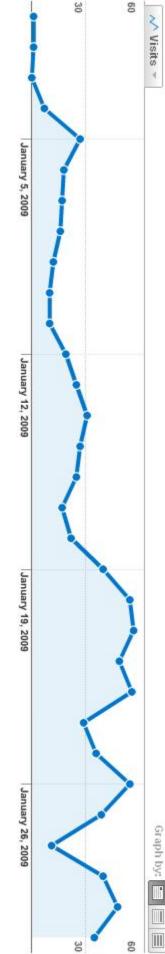
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## nubian.ncsu.edu

835 Visits

1.86 Pages/Visit 78.80% Bounce Rate 00:00:53 Avg. Time on Site 60 74.01% % New Visits 1,551 Pageviews N Visits -Previous: 86.45% (-8.84%) Previous: 00:00:28 (+92.02%) Previous: 77.41% (-4.39%) Previous: 974 (-14.27%) Previous: 1,367 (+13.46%) Previous: 1.40 (+32.35%)



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4	57	61	63	65	65	66	81	87	336	•
2.84%	3.68%	3.93%	4.06%	4.19%	4.19%	4.26%	5.22%	5.61%	21.66%	Pageviews
	5.22% 5.61%									✓ ↓ Pageviews Page Title contribution to total: Pageviews
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21.66%