

# STUDENT MEDIA BOARD OF DIRECTORS AGENDA

*Tuesday, Jan. 9, 2018 • 7 p.m.  
Room 5101 Talley Student Union*

## **CALL TO ORDER**

## **ELECTION OF RECORDING SECRETARY**

## **NEW BUSINESS**

1. Approval of minutes from November, 2017 board meeting.
2. December & January budget updates (Jamie G.)
- 3..Nubian 25th anniversary issue & celebration (Anahzsa)
4. 2018-2019 top leader selection process & advisory boards membership (Patrick)
5. Compensation policy (professional staff)
6. Board membership changes

## **REPORT ADDENDA**

- *Agromeck*
- Business Office
- *Nubian Message*
- *Technician*
- *Windhover*
- WKNC

## **EXECUTIVE SESSION**

The Student Media Board of Directors may adjourn into executive session to discuss matters of litigation, potential litigation or personnel.

## **ADJOURN**

**NC State Student Media Board of Directors  
September 2017 meeting minutes**

**Tuesday, Nov. 14, 2017 • 7 p.m.  
Room 356 Witherspoon Student Center**

Present: Sam McRee, Missy Furman, Laasya Vulimiri, Dante Genua, Dean Phillips, Tania Allen, Meghan Glova, Anna Long, Jonathan Carter, C Phillips, Jamie Halla, Patrick Neal

Absent: Lilly Neal, Josh Hyatt, Robbie Williams, Anahzsa Jones, Deja Richards

Others present: Jamie Lynn Gilbert, Martha Collins, Zanna Swann, Ellen Meder, Aditi Dholakia, Connor Bolinder

**CALL TO ORDER & APPOINTMENT OF RECORDING SECRETARY**

Missy Furman called the meeting to order at 7:05 p.m. after a quorum was established. Jonathan Carter volunteered to serve as recording secretary for the meeting.

**APPROVAL OF SEPTEMBER 2017 MINUTES**

Anna Long moved that the September 12, 2017 meeting minutes be approved, with Dean Phillips seconding the motion. The minutes were unanimously approved.

**UPDATE ON PROPOSED WITHERSPOON RENOVATION PROJECT**

Aditi Dholakia, Student Media's representative on the Student Centers Board of Directors, updated the board on preliminary reports and plans related to the proposed renovation of the Witherspoon Student Center. The full report is attached here and made part of these minutes by reference. Points of note from the discussion included the following:

- Aditi said two scenarios had been put forth for Witherspoon. One would include Student Media occupying the same general space it has now; another would replace the bulk of Student Media with a large multi-purpose room and the business office suite with a meeting/dance space that would be reserved through the Student Centers in the same way spaces in Talley and Witherspoon are reserved now. Aditi said the Student Centers recently received a reduction in its student fee request, which had left a hole in its budget. She said an additional, rentable space would help them close that gap.
- Aditi said that no one had been able to identify where Student Media (or any of the other current Witherspoon tenants) would move during the renovation, nor had any space for Student Media been identified if it was decreed that Student Media must vacate its current space.
- Aditi emphasized that it was still very early in the process, and she said she doubted if the current Student Centers Board of Directors would begin any serious, specific discussions of Witherspoon in the spring.

In the end, the board decided not to take a position on the project yet, but indicated that it could do so if and when more details about the project were proposed.

**OCTOBER AND NOVEMBER BUDGET UPDATES**

Jamie Lynn Gilbert presented both the October and November budget updates. Both updates were included with the meeting package and are included as part of these minutes by reference.

Jamie said there was nothing of particular note for the October budget update. For the November update, she noted the following:

- The first round of Student Media's administrative service charges have been posted, totaling almost \$30,000 for all our groups. To put that in perspective, the budget for both Nubian Message and Windhover total \$41,500. More administrative charges will post throughout the year.

- Agromeck has received its first ad sales payment for \$9,600. The ad goal for this year is \$12,000.
- Windhover has paid a \$750 rental fee for its April 2018 release party at Artspace. Rentals count as a fixed charge, although the release party was budgeted as a current service. The rental fee is within Windhover's budget for the release party.
- The former Student Media Technology (354066) account has been rolled in to General Administration (354060).

Jamie also gave a snapshot of Student Media's aging report:

- General Administration has \$2,775.01 in the 90+ day outstanding, with \$1,125.00 of it from the 2016 Orientation magazine. This is the same amount as last month and all three customers should be turned over to collections at this point.
- Nubian has \$112.00 in the 1-30 day category. This is a campus client, so perhaps an IDT has not been generated.
- Technician is at \$213.56 in the 1-30 day category, \$2,608.97 in 31-60 days, \$0 in 61-90 and \$4,521.83 at 90+ days. Some of these are already in collections, but Eagles and Gumby's should be added to collections.
- WKNC has \$602.50 in the 1-30 day category. One client has been contacted multiple times. The other is part of a bundle package and Jamie has not contacted the client.

## **RECAP OF CMA/ACP AND CBI NATIONAL CONFERENCES**

Jamie Halla briefly spoke about he and his staff's experience at the College Broadcasters, Inc.'s National Student Electronic Media Convention in San Antonio, Texas. He said he and the other staff members attending the convention attended many beneficial sessions and had a chance to meet others involved in college broadcast organizations around the country. He noted that WKNC won two awards at the convention, fourth and second place for Best Vodcast.

Anna Long said she learned a lot that would benefit Agromeck at the ACP/CMA convention in Dallas, Texas. In addition to the convention, she said she and the other Agromeck attendees toured the Balfour printing plant, which is also located in Dallas. Jonathan Carter and Technician Managing Editor Connor Bolinder said they and other attendees from Technician attended many valuable sessions at the convention and otherwise enjoyed the opportunity to bond with each other and students from other Student Media organizations. Technician, Agromeck and Windhover all brought home awards from the convention, including a Pacemaker for Windhover, a second place Photo Excellence award for the Technician's Anna Matthews, 10th place Best of Show for a website for a large school for Technician, second place best of show for the 2017 Agromeck, and fifth place Best of Show for the Technician's print edition. Pinnacle awards included third place for Best Ad for Technician, second place for newspaper photo page/spread for Technician, an honorable mention for Agromeck in the yearbook page/spread competition, first place for Best Breaking News Photo for Technician, second place for Best General News Photo for Technician, and second place for Best Sports Feature Photo for Agromeck. A team of student video journalists (Federico Planchon, Matt Norris, Alina Greene and Dina Le) won second place in the CMA's 2016-2017 Film Festival for Creative Film, and Federico Planchon won third place for Best Promotional Video.

## **MEETING WITH UNIVERSITY DEVELOPMENT**

Zanna Swann said that she recently had a good meeting with Nicole Peterson, the development director for the Department of Academic and Student Affairs, about sponsorships of events and other products for all of Student Media's organizations, especially Windhover and WKNC. She said that a big part of that effort would be identifying Student Media alumni through the University's various alumni and development databases. Zanna said such efforts could help diversify Student Media's funding stream in an advertising sales environment that remains challenging.

## **NUBIAN 25TH ANNIVERSARY UPDATE**

Patrick Neal said the Nubian would mark its 25th year of publication with a special edition to be published Wednesday, Nov. 29. He said that an offer to give campus departments 25 percent off the Nubian's regular ad prices had paid off in a big way, and that a good number of campus department had reserved ad space for the issue. He also reminded the board of the Nubian's 25th birthday party on Thursday, Nov. 30 in Witherspoon.

## **PREVIEW: COMPENSATION POLICY REVISION/REWRITE**

Patrick briefly updated the board on an upcoming rewrite of Student Media's current compensation policy. (The policy was included in the meeting package and is made part of these minutes by reference.) He said the current policy had been rendered obsolete by across-the-board changes to Student Media's compensation packages after fee funding to benchmark student staff pay at \$8/hour had been approved and implemented. He said the professional staff would work on the policy over winter break to adjust it to that new reality and would have a new policy ready for the board's consideration in January or February of 2018. He said that any student staff member was invited to be a part of that revision process if they wished, encouraging them to approach their primary adviser if that were the case.

## **REPORTS AND ADDENDA**

Organization reports for both October and November were included with the meeting package and are made part of these minutes by reference. Otherwise:

- Anna updated her board report to include the staff's tour of the Balfour plant in Dallas.
- Jonathan elaborated on the ethics/legal issues portion of his report with regard to a situation wherein the Technician staff had been forbidden to livestream an event featuring Sen. Jay Chaudhuri speaking with students. Patrick recapped the situation as follows: The Center for Student Leadership, Ethics and Public Service, the sponsor for the event, had at first invited Technician to livestream the event via Facebook but later rescinded that invitation after Sen. Chaudhuri's office said he did not want the event "politicized" by livestreaming. Patrick said DASA Chief of Staff and acting Student Involvement Director Justine Hollingshead had consulted with the University's General Counsel, which said that an invited guest could request that an event not be livestreamed. Patrick questioned that position, noting that this event entailed a public official visiting a public university for an event that was free and open to the public. Jonathan said that he had reached out to both the Student Press Law Center and the North Carolina Press Association to get their insight. In both cases, he said, the organizations said they believed that the University had improperly barred the Technician from covering the event via livestream, but they also noted that the technology was so new that there was relatively little case law directly "on point." Jonathan said he was attempting to arrange a meeting between the SPLC and/or the NCPA and the General Counsel's office to discuss the University's position on events like the one in question. Patrick said that while he could think of many legitimate reasons student media organizations could be barred from covering events and other news in the University's public spaces -- the inclusion of copyrighted materials, invitation-only events, the reasonable expectation of privacy in certain spaces on campus, etc. -- he could think of no reason why the Technician should have been barred from livestreaming in this case. It was, he said, not a "public meetings" case so much as an access question. That being the case, he said, Student Media was unlikely to ever see a better "test case" and that outside media organizations covering events on campus might very well have an interest in the issue as well.
- C Phillips noted that the most recent edition of Windhover had won a Pacemaker award from the Associated Collegiate Press, the highest award that organization bestows to any media organization.
- Jamie H. noted that two senior staff positions at WKNC would be opening for the spring.

## **ROUNABOUT MAGAZINE**

Patrick gave board members copies of the Roundabout magazine, which began distribution on campus Monday, Nov. 13. The staff members from the Technician, the Nubian and Agromeck had decided on the magazine name and logo, and that they had done a good job coordinating the production of the first issue under the new flag. He said the team would meet soon to discuss that first effort and identify areas for improvement for future editions.

## **ADJOURN**

Dean moved that the meeting be adjourned, with Anna providing a second. The board voted unanimously to adjourn at 8:05 p.m.

# STUDENT MEDIA BUDGET V. ACTUAL

DATE: December 1, 2017  
 PERCENT THROUGH FISCAL YEAR: 42%

056 AGROMECK			
	Budget	Actual	Percent
Payroll	\$ 30,861.25	\$ 8,920.07	29%
Supplies	\$ 900.00	\$ 60.68	7%
Leadership develop.	\$ 4,750.00	\$ 4,089.43	86%
Admin service charges	\$ 3,200.00	\$ 1,680.21	53%
Current services	\$ 27,096.00	\$ 420.33	2%
Fixed charges	\$ 1,175.00	\$ 259.00	22%
<b>TOTAL</b>	<b>\$ 67,982.25</b>	<b>\$ 15,429.72</b>	<b>23%</b>
Non-fee income	\$ 26,200.00	\$ 8,947.79	34%
Fee income	\$ 41,782.25	\$ 22,863.95	5.48%
<b>TOTAL</b>	<b>\$ 67,982.25</b>	<b>\$ 31,811.74</b>	<b>47%</b>
Profit/Loss	\$ -		

061 NUBIAN MESSAGE			
	Budget	Actual	Percent
Payroll	\$ 6,859.13	\$ 1,729.62	25%
Supplies	\$ 100.00	\$ 42.38	42%
Leadership develop.	\$ 2,060.00	\$ 1,440.62	70%
Admin service charges	\$ 1,000.00	\$ 665.69	67%
Current services	\$ 8,976.00	\$ 3,555.34	40%
Fixed charges	\$ 640.00	\$ 150.00	23%
<b>TOTAL</b>	<b>\$ 19,635.13</b>	<b>\$ 7,583.65</b>	<b>39%</b>
Non-fee income	\$ 3,200.00	\$ 388.96	12%
Fee income	\$ 16,435.13	\$ 8,993.58	2.16%
<b>TOTAL</b>	<b>\$ 19,635.13</b>	<b>\$ 9,382.54</b>	<b>48%</b>
Profit/Loss	\$ -		

057 TECHNICIAN			
	Budget	Actual	Percent
Payroll	\$ 126,626.76	\$ 31,606.00	25%
Supplies	\$ 1,150.00	\$ 256.34	22%
Leadership develop.	\$ 4,490.00	\$ 4,119.55	92%
Admin service charges	\$ 10,400.00	\$ 6,220.94	60%
Current services	\$ 62,485.00	\$ 21,743.04	35%
Fixed charges	\$ 11,330.00	\$ 5,506.00	49%
<b>TOTAL</b>	<b>\$ 216,481.76</b>	<b>\$ 69,451.87</b>	<b>32%</b>
Non-fee income	\$ 160,000.00	\$ 42,623.03	27%
Fee income	\$ 56,481.76	\$ 30,907.76	7.41%
<b>TOTAL</b>	<b>\$ 216,481.76</b>	<b>\$ 73,530.79</b>	<b>34%</b>
Profit/Loss	\$ -		

058 WINDHOVER			
	Budget	Actual	Percent
Payroll	\$ 5,727.42	\$ 694.14	12%
Supplies	\$ 635.00	\$ 110.53	17%
Leadership develop.	\$ 1,170.00	\$ -	0%
Admin service charges	\$ 1,500.00	\$ 672.32	45%
Current services	\$ 12,450.00	\$ 788.49	6%
Fixed charges	\$ 425.00	\$ 770.00	181%
<b>TOTAL</b>	<b>\$ 21,907.42</b>	<b>\$ 3,035.48</b>	<b>14%</b>
Non-fee income	\$ 2,200.00	\$ 10.78	0%
Fee income	\$ 19,707.42	\$ 10,784.23	2.59%
<b>TOTAL</b>	<b>\$ 21,907.42</b>	<b>\$ 10,795.01</b>	<b>49%</b>
Profit/Loss	\$ -		

059 WKNC			
	Budget	Actual	Percent
Payroll	\$ 62,516.98	\$ 18,209.21	29%
Supplies	\$ 2,600.00	\$ 1,412.81	54%
Leadership develop.	\$ 3,940.00	\$ 3,619.40	92%
Admin service charges	\$ 3,400.00	\$ 2,320.75	68%
Current services	\$ 8,580.00	\$ 4,173.45	49%
Fixed charges	\$ 4,745.00	\$ 1,042.00	22%
Contracted services	\$ 1,000.00	\$ -	0%
<b>TOTAL</b>	<b>\$ 86,781.98</b>	<b>\$ 30,777.62</b>	<b>35%</b>
Non-fee income	\$ 45,500.00	\$ 15,707.89	35%
Fee income	\$ 41,281.98	\$ 22,590.19	5.42%
<b>TOTAL</b>	<b>\$ 86,781.98</b>	<b>\$ 38,298.08</b>	<b>44%</b>
Profit/Loss	\$ -		

060 GENERAL ADMIN			
	Budget	Actual	Percent
Payroll	\$ 481,113.00	\$ 181,463.55	38%
Supplies	\$ 14,915.27	\$ 4,896.50	33%
Leadership develop.	\$ 13,590.00	\$ 6,151.77	45%
Admin service charges	\$ 33,600.00	\$ 18,391.16	55%
Current services	\$ 24,912.85	\$ 4,855.22	19%
Fixed charges	\$ 6,185.00	\$ 475.29	8%
Contracted services	\$ 4,000.00	\$ 1,250.00	31%
Capital outlay	\$ 38,500.00	\$ 11,772.92	31%
<b>TOTAL</b>	<b>\$ 616,816.12</b>	<b>\$ 229,256.41</b>	<b>37%</b>
Non-fee income	\$ 10,000.00	\$ 3,057.17	31%
Fee income	\$ 586,311.46	\$ 279,016.46	66.91%
<b>TOTAL</b>	<b>\$ 596,311.46</b>	<b>\$ 282,073.63</b>	<b>47%</b>
Profit/Loss	\$ (20,504.66)		

OVERALL			
	Budget	Actual	Percent
Payroll	\$ 713,704.54	\$ 242,622.59	34%
Supplies	\$ 20,300.27	\$ 6,779.24	33%
Leadership develop.	\$ 30,000.00	\$ 19,420.77	65%
Admin service charges	\$ 53,100.00	\$ 29,951.07	56%
Current services	\$ 144,499.85	\$ 35,535.87	25%
Fixed charges	\$ 24,500.00	\$ 8,202.29	33%
Contracted services	\$ 5,000.00	\$ 1,250.00	25%
Capital outlay	\$ 38,500.00	\$ 11,772.92	31%
<b>TOTAL EXPENSES</b>	<b>\$ 1,029,604.66</b>	<b>\$ 355,534.75</b>	<b>35%</b>
Non-fee income	\$ 247,100.00	\$ 70,735.62	29%
Fee income	\$ 762,000.00	\$ 416,979.16	55%
Interest income	\$ -	\$ 388.96	
Food purchases	\$ -	\$ -	
<b>TOTAL INCOME</b>	<b>\$ 1,009,100.00</b>	<b>\$ 488,103.74</b>	<b>48%</b>
Net Profit/Loss	\$ (20,504.66)		

# STUDENT MEDIA BUDGET V. ACTUAL

DATE: January 1, 2018  
 PERCENT THROUGH FISCAL YEAR: 50%

056 AGROMECK			
	Budget	Actual	Percent
Payroll	\$ 30,861.25	\$ 13,099.35	42%
Supplies	\$ 900.00	\$ 60.68	7%
Leadership develop.	\$ 4,750.00	\$ 4,089.43	86%
Admin service charges	\$ 3,200.00	\$ 2,415.30	75%
Current services	\$ 27,096.00	\$ 518.81	2%
Fixed charges	\$ 1,175.00	\$ 734.00	62%
<b>TOTAL</b>	<b>\$ 67,982.25</b>	<b>\$ 20,917.57</b>	<b>31%</b>
Non-fee income	\$ 26,200.00	\$ 8,947.79	34%
Fee income	\$ 41,782.25	\$ 28,632.20	5.48%
<b>TOTAL</b>	<b>\$ 67,982.25</b>	<b>\$ 37,579.99</b>	<b>55%</b>
Profit/Loss	\$ -		

061 NUBIAN MESSAGE			
	Budget	Actual	Percent
Payroll	\$ 6,859.13	\$ 2,927.63	43%
Supplies	\$ 100.00	\$ 239.01	239%
Leadership develop.	\$ 2,060.00	\$ 1,440.62	70%
Admin service charges	\$ 1,000.00	\$ 956.93	96%
Current services	\$ 8,976.00	\$ 5,974.24	67%
Fixed charges	\$ 640.00	\$ 260.00	41%
<b>TOTAL</b>	<b>\$ 19,635.13</b>	<b>\$ 11,798.43</b>	<b>60%</b>
Non-fee income	\$ 3,200.00	\$ 3,204.42	100%
Fee income	\$ 16,435.13	\$ 11,262.54	2.16%
<b>TOTAL</b>	<b>\$ 19,635.13</b>	<b>\$ 14,466.96</b>	<b>74%</b>
Profit/Loss	\$ -		

057 TECHNICIAN			
	Budget	Actual	Percent
Payroll	\$ 126,626.76	\$ 51,798.03	41%
Supplies	\$ 1,150.00	\$ 256.34	22%
Leadership develop.	\$ 4,490.00	\$ 4,479.55	100%
Admin service charges	\$ 10,400.00	\$ 8,942.60	86%
Current services	\$ 62,485.00	\$ 31,280.26	50%
Fixed charges	\$ 11,330.00	\$ 5,651.00	50%
<b>TOTAL</b>	<b>\$ 216,481.76</b>	<b>\$ 102,407.78</b>	<b>47%</b>
Non-fee income	\$ 160,000.00	\$ 49,439.71	31%
Fee income	\$ 56,481.76	\$ 38,705.37	7.41%
<b>TOTAL</b>	<b>\$ 216,481.76</b>	<b>\$ 88,145.08</b>	<b>41%</b>
Profit/Loss	\$ -		

058 WINDHOVER			
	Budget	Actual	Percent
Payroll	\$ 5,727.42	\$ 1,242.41	22%
Supplies	\$ 635.00	\$ 110.53	17%
Leadership develop.	\$ 1,170.00	\$ -	0%
Admin service charges	\$ 1,500.00	\$ 966.46	64%
Current services	\$ 12,450.00	\$ 788.49	6%
Fixed charges	\$ 425.00	\$ 795.00	187%
<b>TOTAL</b>	<b>\$ 21,907.42</b>	<b>\$ 3,902.89</b>	<b>18%</b>
Non-fee income	\$ 2,200.00	\$ 10.78	0%
Fee income	\$ 19,707.42	\$ 13,504.94	2.59%
<b>TOTAL</b>	<b>\$ 21,907.42</b>	<b>\$ 13,515.72</b>	<b>62%</b>
Profit/Loss	\$ -		

059 WKNC			
	Budget	Actual	Percent
Payroll	\$ 62,516.98	\$ 22,143.76	35%
Supplies	\$ 2,600.00	\$ 1,412.81	54%
Leadership develop.	\$ 3,940.00	\$ 2,619.40	66%
Admin service charges	\$ 3,400.00	\$ 3,325.14	98%
Current services	\$ 8,580.00	\$ 4,954.66	58%
Fixed charges	\$ 4,745.00	\$ 1,042.00	22%
Contracted services	\$ 1,000.00	\$ -	0%
<b>TOTAL</b>	<b>\$ 86,781.98</b>	<b>\$ 35,497.77</b>	<b>41%</b>
Non-fee income	\$ 45,500.00	\$ 16,774.15	37%
Fee income	\$ 41,281.98	\$ 28,289.38	5.42%
<b>TOTAL</b>	<b>\$ 86,781.98</b>	<b>\$ 45,063.53</b>	<b>52%</b>
Profit/Loss	\$ -		

060 GENERAL ADMIN			
	Budget	Actual	Percent
Payroll	\$ 481,113.00	\$ 221,213.75	46%
Supplies	\$ 14,915.27	\$ 5,002.32	34%
Leadership develop.	\$ 13,590.00	\$ 6,262.47	46%
Admin service charges	\$ 33,600.00	\$ 26,437.29	79%
Current services	\$ 24,912.85	\$ 6,814.83	27%
Fixed charges	\$ 6,185.00	\$ 543.29	9%
Contracted services	\$ 4,000.00	\$ 1,250.00	31%
Capital outlay	\$ 38,500.00	\$ 12,644.12	33%
<b>TOTAL</b>	<b>\$ 616,816.12</b>	<b>\$ 280,168.07</b>	<b>45%</b>
Non-fee income	\$ 10,000.00	\$ 3,063.59	31%
Fee income	\$ 586,311.46	\$ 349,408.47	66.91%
<b>TOTAL</b>	<b>\$ 596,311.46</b>	<b>\$ 352,472.06</b>	<b>59%</b>
Profit/Loss	\$ (20,504.66)		

OVERALL			
	Budget	Actual	Percent
Payroll	\$ 713,704.54	\$ 312,424.93	44%
Supplies	\$ 20,300.27	\$ 7,081.69	35%
Leadership develop.	\$ 30,000.00	\$ 18,891.47	63%
Admin service charges	\$ 53,100.00	\$ 43,043.72	81%
Current services	\$ 144,499.85	\$ 50,331.29	35%
Fixed charges	\$ 24,500.00	\$ 9,025.29	37%
Contracted services	\$ 5,000.00	\$ 1,250.00	25%
Capital outlay	\$ 38,500.00	\$ 12,644.12	33%
<b>TOTAL EXPENSES</b>	<b>\$ 1,029,604.66</b>	<b>\$ 454,692.51</b>	<b>44%</b>
Non-fee income	\$ 247,100.00	\$ 81,440.44	33%
Fee income	\$ 762,000.00	\$ 522,177.25	69%
Interest income	\$ -	\$ 543.07	
Food purchases	\$ -	\$ -	
<b>TOTAL INCOME</b>	<b>\$ 1,009,100.00</b>	<b>\$ 604,160.76</b>	<b>60%</b>
Net Profit/Loss	\$ (20,504.66)		

**STUDENT MEDIA**

# SEEKING APPLICATIONS for Student Media Leaders

**To:** Prospective applicants for 2018-2019 editors of the *Agromeck* yearbook, *Nubian Message*, *Technician*, *Windhover* literary and arts magazine, and general managers of the business office and WKNC.

**Date:** Jan. 3, 2018

**Re:** Vacancies in leadership positions

## QUALIFICATIONS

- The candidate must have been a member of that media for at least two full semesters.\*
- The candidate must have at least two semesters remaining as an NC State University student.\*
- The candidate must have at least a 2.50 cumulative grade point average and must maintain a 2.50 semester and cumulative GPA.
- The candidate must be a full-time NC State University student.
- The candidate must be free of active disciplinary sanctions, subject to the review of the Office of Student Conduct.
- The candidate must agree to attend all required training.\*\*
- For the University regulation for undergraduate student leadership, consult regulation 11.55.6.

*\* The board may decide to waive this requirement.*

*\*\* For the Technician and Nubian Message editors, this includes the Management Seminar for College News Editors in Georgia in July as well as retreats to be scheduled at the beginning of the fall and spring semesters.*

*\*\* For the Agromeck editor and senior staff, this includes a summer workshop TBD.*

*\*\* For the WKNC and Student Business Office general managers, this includes the CMA/ACP/CMBAM/CBI College Media Mega Workshop, typically held in July every year*

## **STEP ONE: The position package — due Thursday, Feb. 1, noon, 307A Witherspoon**

The position package is due by noon to Patrick Neal in 307A Witherspoon Student Center. As we are a deadline-driven organization, packages won't be accepted, copied or distributed late. The position package should consist of a cover letter, a resume, up to five pages (one-sided, black-and-white) of narrative, and an unofficial copy of your transcript. For more detailed instructions, please review the "Position Package" memorandum accompanying this one. For more suggestions on what you might include in your position package, contact any of the Student Media professional staff members.

## **STEP TWO: Interview with advisory board — dates, times, locations to be announced**

The four advisory boards - Newspapers, Broadcast, Annual Publications and Business Office - will meet at times and locations to be determined to interview the candidates for top leaders. Each advisory board will make a recommendation to the Student Media Board of Directors. Those meetings will be held between Friday, Feb. 2, and Monday, March 12. The question-and-answer portions of the meeting will be open to the public; the advisory board members will deliberate in executive (closed) session in arriving at their recommendations.

## **STEP THREE: The hiring — Tuesday, March 13, 7 p.m., 356 Witherspoon**

The members of the Student Media Board of Directors hire the top editors and managers after hearing recommendations from each advisory board. Candidates may contact members of the Board and may answer questions prior to the meeting. During the meeting, each candidate may be given time to answer questions, ask questions and/or give a statement, so all applicants should plan to attend this meeting.

Results will be announced immediately following the Board meeting.

# THE POSITION PACKAGE for Student Media Leaders

**To:** Applicants for 2018-2019 editors of the *Agromeck* yearbook, *Nubian Message*, *Technician*, *Windhover* literary and arts magazine, and managers of the business office and WKNC.

**Date:** Jan. 3, 2018

**Re:** The Position Package

## STEP TWO: The position package — due Thursday, Feb. 1, noon, 307A Witherspoon

The position package is a key part of your application.

As we are a deadline-driven organization, papers won't be accepted, copied or distributed late.

The position package consists of four parts.

1) *A cover letter (one page maximum)*

The cover letter should be the front page of the package that explains to the Board why the Board members should hire you. It should grab the Board's attention and point out why you, above all other applicants, should be interviewed and hired. In no more than one page, focus on what position you're applying for and why. Be brief and specific.

2) *Your resume (one page maximum)*

The resume should be packaged like your cover letter. Presentation is important.

3) *Position paper (five pages maximum)*

Sample copies of past position papers are available for inspection with your Student Media adviser. The position paper should be **NO MORE THAN FIVE PAGES** and should include (but should not be limited to) the following sections:

- a) Positive aspects of this medium and things you plan to continue
- b) Plans for recruitment and retention of staff
- c) Plans for improving coverage of the campus, students, faculty, staff and alumni
- d) Plans for improving timeliness and planning aspects of this medium
- e) Other problems you've identified for the medium and plans for improvement including everything from credibility to copy editing to staff bonding.

4) *Transcript*

An unofficial copy printed off the website is perfectly fine. You may also come by the Student Media office and speak with the Student Media adviser to provide documentation of your student status. This transcript will **NOT** be distributed to the Board of Directors but will only be used to verify that you meet the minimum grade and full-time student status requirements.

All pages should be submitted together with a paper clip, no staples or binding. The pages should be printed on one side only and on white paper. The package will be photocopied in black-and-white, so pages should not rely on any color.

### POSSIBLE ISSUES TO DISCUSS AT BOARD MEETING AND/OR IN THE POSITION PAPER

- What is your experience (here at NC State and elsewhere) that makes you the best qualified for the position?
- How will you improve the credibility of our media?
- Why do you want the job? And it is a job. The editors will influence what students at NC State know about their fellow students. They produce what will be an integral part of the history of the university forever. And they are entrusted with the wise spending of student fees to benefit students.
- How do you intend to improve upon the foundation past staffs have built? Or do you just intend to maintain things the way they are?
- How do you plan to increase and improve your medium's online presence?
- How will your medium serve NC State students?
- How do you relate to fellow staff members?
- What will you bring, personally, to the position?
- How will you ensure that your medium best serves students?
- What are your goals? Be specific. Don't have glittering generalities. Address monetary issues. Have a vision. What about the quality of the medium? What about the content?
- How do you intend to recruit, train, motivate and retain your staff?



NC State Student Media advisory boards membership and prospective members as of Jan. 5, 2018

**Annual Publications**

Liz Moomey  
Alanna Howard  
Tania Allen  
Jackie Gonzalez  
Anna Long  
Martha Collins

**Broadcast**

Joe Ovies  
Kelly McCullen  
Dean Phillips  
Meghan Glova  
Mitchell Burleson  
Jamie Halla  
Jamie Lynn Gilbert

**Business Office**

Robbie Williams  
Kellie Brys  
Chanon Smith  
Amy Callahan  
Mark Tate  
Zanna Swann

**Newspapers**

Josh Hyatt  
Cory Smith  
Missy Furman  
Nancy Wykle  
Ben McNeely  
Tyler Dukes  
Toni Thorpe  
Paul Isom  
Megan Ellisor  
Jonathan Carter  
Anahzsa Jones  
Ellen Meder

**Unassigned board members**

Sam McRee  
Laasya Vilimiri  
Lily Neal

## **COMPENSATION POLICY**

*AMENDED September 2006*

*REVISED January 2009 | REVISED January 2010 | REVISED September 2013 | REVISED August 2014*

### **PURPOSE**

Student Media employees and volunteers are students first and employees of the Student Media second. When entitled to compensation for work performed for Student Media in accordance with their job description, students must take responsibility for following University guidelines and state and federal labor laws. While every effort will be made to ensure that payroll is processed in a timely fashion, students are individually responsible for turning in necessary paperwork to get paid completely and on time.

### **DEFINITIONS**

Those active in Student Media generally fall under one of the following categories:

- **TOP LEADERS:** The top leader is each organization's top editor or manager. They are hired by the Student Media Board of Directors. All top leaders are expected to work a minimum of 30 hours per month during the fall and spring semesters and no more than 20 hours per week. Top leaders may hold no other paid mid-manager position within Student Media.
- **MID-MANAGERS:** These include all other student managers expected to work a minimum of 10 hours per month during the fall and spring semester and no more than 20 hours per week. Mid-management may hold paid or volunteer positions in other Student Media outlets at the discretion of the top leader of each medium in question. All mid-managers and top leaders are defined as student leaders under University Regulation 11.55.6, regardless of payment status.
- **ENTRY LEVEL:** These include reporters, photographers, media consultants, board operators, office assistants and others who are paid on an hourly or per-task basis.
- **CORRESPONDENTS:** Correspondents must complete an unpaid "probationary period" for students seeking paid work with one or more Student Media outlets. The correspondent requirements for the various outlets will be set by each outlet's top leader each year in consultation with that medium's primary adviser.
- **VOLUNTEERS:** As the name implies, volunteers are unpaid staff members who are not otherwise participating in a correspondent program with any medium. Even though they are unpaid, volunteers must still complete the requisite paperwork each year to be involved with any Student Media outlet.

### **POLICY**

- The compensation an individual receives is based on the position they hold in the organization, and the compensation level for each position is determined by the outlets' top leaders each year in consultation with that medium's primary adviser. All salaries and commissions must comply with all applicable laws and University policies. It is the responsibility of each top leader to determine the criteria for payment of each employee and to ensure that the specific criteria are explained to each employee in writing when they are hired. The criteria should spell out how much a person is to be paid and how (per hour, per week, per month, per shift, per item published, per assignment, on commission, etc.).

- Beginning with the 2017-2018 academic year, the University increased Student Media's student fee funding allotment to allow it to pay its top leaders and mid-managers the equivalent of \$8 per hour. This allows Student Media to compete fairly with other on- and off-campus organizations for talent and to minimize any barriers to participation due to economic hardship. Each organization's top leader should abide by that guideline in setting pay rates and time requirements for mid-management positions. Entry-level positions may be paid hourly or on a per-task basis depending on the type of work performed and the outlet's policies for entry-level pay.
- No outlet's collective annual payroll may exceed the amount outlined in Student Media's annual budget for that outlet. All students must keep a record of the amount of time spent and tasks performed working for the outlet to turn in with payroll. Regardless of whether they are paid by project, hourly or monthly, all students must complete a time sheet unless they track their time using the University's KABA payroll system. Time sheets must reflect hours and days worked. For students paid per project, the time sheet must reflect the specific project by title, headline, run date, deadline or in some other manner that the nature of the project is obvious.
- All Student Media employees will have their time sheets signed and approved by the appropriate top leader. Top leaders' time sheets will be signed by the organization's primary adviser. All signed time sheets will be provided in turn to the adviser to be reviewed and initialed by the adviser to ensure that each outlet stays within budget for payroll. Pay sheets will not be processed without the proper authorization.
- Time sheets should be completed within the same pay period as the work. It is to the employee's benefit to turn time sheets in a timely fashion.
- No student employee may work more than 20 hours per week at NC State and/or any UNC institution. Hours from any/all jobs with the UNC system will count toward the 20-hour weekly limit. Thus, if a student employee works 20 hours per week in Student Media, that student may hold no other job with NC State or any other UNC institution.
- Students shall be considered uncompensated volunteers until such time as they complete all necessary paperwork for employment.

## **PROCEDURE**

Senior leaders will adhere to the following procedure when hiring mid-management positions.

- *Job description and salary:* When a position becomes vacant, the senior leader will verify the job description and the budgeted salary before declaring the position vacant. If insufficient funds are available, the position shall not be filled.
- *Posting the position:* After determining that funds are available and an adequate job description exists, the senior leader shall advertise the vacant position, including the job description, and what qualifications are required and recommended for the position.
- *Timeline:* The advertising should be posted for no fewer than seven calendar days and preferably 14.
- *Application requirements:* Students applying for non-entry-level positions should be required to submit at least a cover letter and resume and may be required to submit a portfolio of their work as well. Top leaders may implement other requirements such as a copy editing test as part of the application process at their discretion.
- *Interview:* Students applying for mid-management positions shall interview with both the top leader of the outlet and that outlet's primary adviser. During the interview process, the adviser will determine if the mid-level manager candidate meets the

minimum requirements regarding academic progress and compliance with University Regulation 11.55.6.

- *Hiring:* The top leader will have final determination over who fills all positions as long as the applicant meets the minimum requirements as outlined in University Regulation 11.55.6, all applicable Student Media policies, University regulations as well as state and federal laws. Top leaders may not hire non-students, though non-students may serve as contributors and volunteers at the top leaders' discretion.

# Student Media organization reports For December 2017/January 2018

## Agromeck

*Submitted by Anna Long, Editor-In-Chief*

### Revenue

- Senior portraits have been confirmed for January 16-19. Promotional material will be sent out to seniors within the next week.
- 199 seniors took their portraits in the November session.
- We have sold 54 books.

### Expenditures

- We purchased a large poster that can be used for future senior portrait sessions.

### Personnel

- One writer has been officially hired. Five designers have completed their correspondence and are in the process of being hired.

### Training

- Training will be held as needed for any new member that joins staff. Current staff member training will consist of reviewing past assignments and assessing what was done well and what could be improved.

### Technology

- N/A

### Coverage

- We are continuing to closely look at local news and covering events and stories that best relate to the students of NC State's campus while trying to be inclusive of all student groups.

### Deadlines

- On Dec. 1, we submitted a total of 64 pages. Our next deadline is Feb. 2, and we will submit a total of 64 pages.
- The cover for the book was submitted Dec. 5.

### Ethics/Legal issues

- N/A

# Student Business Office

*Submitted by Deja Richards, General Manager*

## Revenue

### *Technician*

We have billed \$29,103.48 since August for Technician advertising. Since there were no Technician issues in December, all additional revenue has come from ad sales lined up for this month. The team looks to make more sales as we get situated back on campus.

### *WKNC*

We have billed \$5,003.25 to date for WKNC. WKNC sales have been very consistent this year, with some clients buying regularly. Focus has also shifted to WKNC's Double Barrel Benefit Magazine. We look to have a successful semester with WKNC.

### *Nubian Message*

We have billed \$3,123.21 to date for the Nubian Message, with the majority of sales coming from the success of the 25th anniversary issue. We hope that the increased awareness of this publication will bring in a lot of revenue this upcoming semester.

### *Magazines*

The Double Barrel Benefit and The Roundabout: Healthy Living are the next focuses for magazine sales. Revenue of \$5,982.50 was made for the living issue back in November, and we hope to have a similar turnout for future magazines. The DBB ad deadline is January 8th, and the Healthy Living ad deadline is January 26th. In addition, the second round of the Living Issue copies will be distributed this semester. The team is really eager to make sales for these issues.

## Personnel

The current staff is continuing to work well together. However, one team member will be studying abroad this semester, and will return to Student Media in the fall. We will be working to add some new media consultants to the Student Media family very soon.

## Training

We are planning a training session this month to keep the staff up to date on new events, logistics and customers.

## Nubian Message

*No report as of Friday, Jan. 5, 2018*

# Technician

Submitted by Jonathan Carter, Editor-In-Chief

## Expenditures

Nothing new to report.

## Personnel

We lost three members of our editorial board over the break: News Editor Luke Perrin, Asst. News Editor Tim Willard, and Social Media Co-Manager Mary Gougher. We have replacements for all three positions. Julianne Raes will be our new social media co-manager, Kennedy McCutchen and Isaac Bjerkness will be our two new assistant news editors, and Mary-Dare Martin will be serving as our news editor.

High turnover in the news department is nothing new to *Technician*. I will be working closely with the news editors this semester to ensure that our news department can cultivate better sustainability and consistency in the future.

Other than that, our new team members will perform very well. They're all highly qualified and recommended by their peers.

## Training

At our last editorial board meeting of the last semester, we revisited some of the trainings and goals we made at the beginning of the year. With the help of Ellen, we assessed both the progress and shortcomings we've had in important categories like community representation, coverage of diverse communities and events and other goals. We've established what must be done this semester to ensure those goals set are accomplished by the end of the year.

## Technology

Still prioritizing technology spending to new video equipment. No new purchases have been made since last report.

## Coverage

I am still reaching out to leaders of traditionally underrepresented groups on campus in order to be a more representative student newspaper. The relationships built with members of different communities will provide a structure for better reporting and coverage of all campus communities, people, and organizations.

## Deadlines

Nothing new to report.

## Ethics/Legal Issues

No new developments on the topics covered in the last board meeting. Other than that, nothing new to report.

# Windhover

*Submitted by C Phillips, Editor-In-Chief*

## Expenditures

We will be making a payment to Rave for \$45 to reserve One Earth Lounge for our Open Mic Night.

## Coverage

Our spring open mic is scheduled to be held on February 21st from 8-10pm in One Earth Lounge! We will be reconvening the day of this meeting to discuss promoting for this event.

## Deadlines

We have already scheduled our spring open mic, so we are on track for that. We are now shifting our focuses on finishing up grading all submissions and determining content for the magazine as a group, while our designers are now beginning more brunt work on designing the book.

# WKNC 88.1 FM HD-1

*Submitted by Jamie Halla, General Manager*

## Revenue

Non-fee income (money in the bank), as of Jan. 1, 2018: \$16,774.15

Sponsor Sales	\$9,439.50
Online/Social Media Sales	\$350.00
Event Tickets	\$430.00
Event Sponsorships	\$935.00
Men's Baseball Post	\$900.00
Event Promotions	\$1,300.00
Merchandise Sales	\$1,902.10
Other	\$1,517.55

Only \$3,924.50 in sponsorship sales have been invoiced so far this year, which is 25% of our goal at 50% of the year.

## Personnel

We had 11 people either graduate or otherwise leave the staff, leaving us with 111 on staff.

## Training

We will be hosting our Spring 2018 interest meeting this Wednesday, January 10th at 6 pm somewhere in Witherspoon. We will be teaching the class the proceeding 5 weeks at 6 pm, also somewhere in Witherspoon.



**Outreach**

We have allowed a few alumni DJ to take over the boards in the past months, such as the Afterhours reunion show that took place on December 21st.

Double Barrel Benefit 15 has been announced and the lineups are complete with Night 1 featuring WELL\$, Jooselord Magnus, Diaspoura, and RGB. Night 2 will feature The Future Kings of Nowhere, Pie Face Girls, The Muslims, and Drugcharge. It will be held Friday, February 2nd and Saturday, February 3rd at Kings in Raleigh. Four tickets have been sold thus far...

**Programming**

Spring 2018 schedule should be up soon.

**Technology/Expenditures**

The closed production remodel is still underway. We hope to have it fully operational as a production studio by the board meeting on Jan. 9.