

STUDENT MEDIA BOARD OF DIRECTORS AGENDA

*Tuesday, January 11, 2022 • 7 p.m.
Remote via Google Meet*

CALL TO ORDER AND INTRODUCTIONS

APPOINTMENT OF RECORDING SECRETARY

BUSINESS AND DISCUSSION ITEMS

1. Approval of minutes from November 9, 2021 meeting
2. January 2022 budget update (Jamie)
3. 2022-2023 budget process preview (Patrick and Jamie)
4. Call for 2022-2023 senior leader applications and Phillips Award nominees (Patrick)
5. WKNC tower painting bids (Patrick and Jamie)
6. Program review report and next steps (Patrick)

REPORT ADDENDA

(Please note: This portion of the agenda is only for items omitted from the written reports or for items deserving special attention.)

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

ADJOURN

NC State Student Media Board of Directors November 2021 meeting minutes

Tuesday, November 9, 2021 • 7 p.m.

Witherspoon 356 (African American Cultural Center Conference Room)

Members present: Christa Gala, Dean Phillips, Jake Seaton, Tyler Dukes, Sarah Gagner, Nate Shorter, Fatima Baloch, Madissen Keys, Maddie Jennette, Don Bui, Charles Smalls, Camilla Keil, Patrick Neal

Absent: Robbie Williams, Abi Hearn, Jonny Zemola, Andrea Alford, Jaylan Harrington, McKenzie Heavlin

Others present: Jamie Lynn Gilbert, Ellen Meder, Martha Collins, Garrett Gunter

CALL TO ORDER AND ELECTION OF MEETING SECRETARY

With a quorum of voting members present, board chair Nate Shorter called the meeting to order. Patrick Neal volunteered to serve as recording secretary for the meeting.

APPROVAL OF OCTOBER 2021 MEETING MINUTES

Tyler Dukes moved that the minutes from the board's Oct. 12, 2021 meeting be approved, with Dean Phillips providing a second; the board voted unanimously to approve them. Those minutes were included in the meeting package and are made part of these minutes by reference.

NOVEMBER 2021 BUDGET UPDATE

Jamie Lynn Gilbert presented the budget update through Nov. 1, 2021. The update was included in the meeting package and included as part of these minutes by reference. Jamie noted the following:

- Non-fee income for the Nubian Message is at \$510, which is a third of Nubian's total print/social sales goal at a third of the way through the fiscal year.
- Technician's non-fee income had about doubled from Oct. 1 to \$5,000 and 13% of the annual goal.
- WKNC's non-fee income is now up to \$7,200 or 20% of the goal.
- Under General Administration, Jamie said WKNC's \$8,500 NC State Foundation Grant had been deposited to the Student Media Enhancement Fund so that amount is now almost \$11,900. The grant money will be used for tower painting and repair, so it's just there temporarily.

REMINDER: PROGRAM REVIEW LUNCHEON NOVEMBER 18

Patrick and Jamie reminded those gathered of the upcoming program review Nov. 18-19. In particular, they reminded members of the board about their designated luncheon with the review team on Thursday, Nov. 18 to be held in the board's regular meeting space, Witherspoon 356. They also encouraged the senior leaders to sign up for their sessions with the reviewers if they hadn't already done so and to encourage everyone on their respective staffs to sign up for one of the student sessions.

FOLLOW-UP: STUDENT MEDIA ENHANCEMENT FUND VS. STUDENT FEE SPENDING RULES

In a follow-up to the board's October discussion of how money from the Student Media Enhancement Fund could be spent as compared to fee funds, Patrick presented a set of guidelines and other information he received from the DASA Business Office. (That information was included in the meeting package and is made part of these minutes by reference.)

Patrick noted that when the fund was originally established, the justification language for spending was left exceptionally broad – "Funds should be used to support the Student Media program" – so there were relatively few restrictions on the money. He contrasted this with the Technician Century Fund endowment, whose proceeds can only be used for travel and other professional development activities.

UPDATE: OUTDOOR ADVERTISING SALES ROLLOUT

Zanna Swann gave the board an update on how the first full semester of outdoor advertising sales was going. (Zanna's one-page summary of sales as of Nov. 8, 2021 is included as part of these minutes.)

By any measure, Zanna said, kiosk sales were exceeding first-year expectations, with \$16,475 billed to date for the outdoor panels and an additional \$2,790 for one indoor rack panel sold to a local apartment complex.

Patrick noted that those proceeds were already twice what had been budgeted for the first-year rollout (\$9,000) and that the units, which cost about \$15,000 to build, were already paid for less than six months into the rollout year.

In response to a question from Ellen Meder, Patrick noted that these were billed amounts and thus were not yet reflected in the budgets of either Technician or Nubian Message. He assured her that all proceeds from the initiative would ultimately be divided as originally conceived: one third to the Nubian, one third to Technician and one third to General Administration.

HALLOWEEN VANDALISM INCIDENTS

Patrick said two of the outdoor kiosks had been vandalized some time over Homecoming weekend, and that Technician EIC Jaylan Harrington had alerted him to the damaged kiosk at Witherspoon via text early Halloween morning. Patrick said he went to campus at about 6 a.m. and called it in, whereupon he learned from campus police that it had been already been reported at about 3 a.m. (The incident report filed in the case was included with the meeting package and is made part of these minutes by reference.)

The following day, Patrick said he inspected the other kiosks and found that someone had pushed in the top door of the Pullen/Harris Hall kiosk, rendering it inoperable. That same day, he said Facilities came to pick up the damaged box at Witherspoon to deliver for repairs; he and the Facilities technician were together able to repair the damaged door at

Harris/Pullen without taking it offline.

On Tuesday, Nov. 9 (the same day of the board meeting), Patrick said he learned that the damage to the Witherspoon kiosk was much worse than it originally appeared, and that repairs would take several weeks. He said the staff at the Biological and Agricultural Engineering Shop planned to reinforce the inside of the box in such a way as to make subsequent structural damage much less likely in the future. Patrick said the cost of the repairs was not yet known but that he did not expect it to be inexpensive, as the kiosks were all custom made for Student Media.

With all of that in mind, Patrick said he'd conferred with both editors-in-chief and that they were willing to run full-page ads in that week's edition of both papers offering a \$500 reward for information leading to the identification of whoever was responsible for the damage. (A draft copy of the proposed advertisement is included as part of these minutes.) To that end, he asked the board to authorize the payment of that amount from the Student Media Enhancement Fund if anyone did come forward and identify the vandal(s).

A brief discussion followed. Tyler noted that running the advertisement might have the opposite of its intended effect and lead to additional vandalism. He also said the inclusion of the photo with the advertisement might provide fuel for mean-spirited memes and did not really show the true extent of the damage in any case. Finally, he said he didn't want either editor to feel unduly pressured to run the ad.

Patrick responded that while it was possible that the ad might incite future vandalism, he felt the newspapers should respond in some way, if only to show the vandal(s) that Student Media was taking it seriously. He agreed about the photo and said he'd remove it from the ad and re-submit it to the editors. With regard to undue pressure on the editors, Patrick said both editors had seemed enthusiastic about running the ads and that he wouldn't have brought it to the board if either had expressed any misgivings. Even so, he assured Tyler that immediately after the meeting he would go see both editors (who were both in production and thus absent from the board meeting), relay the points raised in the discussion, and give them both another opportunity to decide whether they still wished to run the ads.

In the end, the board did authorize the expenditure of \$500 from the Student Media Enhancement Fund if anyone did in fact come forward and provide information leading to the identification of the person or people responsible for damaging the boxes. Dean made the motion, Christa Gala seconded it, and the board voted unanimously to approve it.

SAFETY NOTES

Patrick spoke to the senior leaders about keeping their respective staffs safe, especially in light of several high-profile Wolf Alert safety notices sent out by the university in the days prior to the meeting (including one theft incident that reportedly occurred right outside Witherspoon). Patrick said he worried about the staff because they were often in the building after hours and often carried expensive camera gear in and out of the building. He also said that the card access units on all the main entrances were useless as protection when staff members either left doors open or intentionally propped them open to circumvent the card system. To mitigate that problem, he said he'd requested that a self-

closing door mechanism be installed on the Nubian Message/Agromeck entrance to the print suite. He apologized for the inconvenience but said it should solve the chronic door-left-open problem at that particular entrance. Otherwise Patrick reiterated a list of common-sense safety tips: keeping the suite doors closed at all times after hours, avoidance of solitary travel where possible, not letting people without card access into the building after hours, etc.

REPORT ADDENDA

November 2021 board reports were included with the meeting package and are made part of these minutes by reference. Other items including the following:

- Don Bui said that signups for fall senior portraits were going so well that Agromeck had arranged for an additional week of portraits after the first 300 spots were taken. He encouraged all seniors present at the meeting to sign up for portrait sessions noting that in doing so they'd receive a \$10 discount off their yearbook purchases.
- Charles Smalls said he had almost finished assembling the spring staff for Roundabout and that he was working with Martha to get their paperwork completed and processed.
- Camilla Keil said the priority deadline for submissions to the 2022 edition of Windhover was Nov. 23, and that the final submission deadline was scheduled for Dec. 17.

ADJOURN

Dean moved to adjourn the meeting, with Christa seconding the motion. The meeting was adjourned at 7:49 p.m.

Kiosk Report
As of 11/08/2021

Outdoor

Client	Panels	Months	Net Amount (minus any discounts)
NC by Train	6	6	\$ 7,560
Spectrum	8	2	\$ 4,680
Hillsborough Street Community Service	1	6	\$ 1,785
Pack Recovery	1	5	\$ 1,250
OIED	1	6	\$ 1,200
TOTAL			\$ 16,475

Indoor

Client	Panels	Months	Net Amount (minus any discounts)
Valentine Commons	1	12	\$ 2,790
TOTAL			\$ 2,790



\$500 REWARD

NC State Student Media is offering a \$500 reward for information leading to the identification of the person(s) responsible for damaging two newspaper kiosks near Witherspoon Student Center between sundown Saturday, Oct. 30 and 3 a.m. Sunday, Oct. 31.

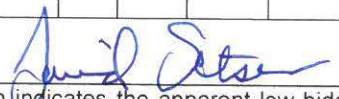
If you saw anything suspicious during that time or have any other information regarding either incident, please contact Officer Andrew Shillingburg at arburkes@ncsu.edu and reference Report Number 21P0001112.

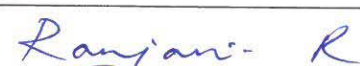
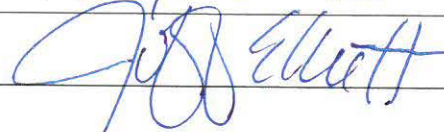
STUDENT MEDIA BUDGET V. ACTUAL

DATE: January 1, 2022
PERCENT THROUGH FISCAL YEAR: 50%

AGROMECK				TECHNICIAN				GENERAL ADMIN			
	Budget	Actual	Percent		Budget	Actual	Percent		Budget	Actual	Percent
Temp payroll	\$ 31,300.00	\$ 13,819.48	44%	Temp payroll	\$ 110,200.00	\$ 35,369.42	32%	FTE salaries + benefits	\$ 407,100.00	\$ 198,728.32	49%
Supplies	\$ 700.00	\$ 225.56	32%	Supplies	\$ 500.00	\$ 212.17	42%	Temp payroll	\$ 39,000.00	\$ 16,105.53	41%
Leadership develop.	\$ 4,480.00	\$ -	0%	Leadership develop.	\$ 5,195.00	\$ 814.54	16%	Supplies	\$ 11,000.00	\$ 4,860.85	44%
Admin service charges	\$ 3,380.00	\$ 3,716.80	110%	Admin service charges	\$ 8,580.00	\$ 9,044.91	105%	Leadership develop.	\$ 11,430.00	\$ 912.74	8%
Current services	\$ 11,260.00	\$ 3,947.45	35%	Current services	\$ 22,300.00	\$ 10,605.75	48%	Admin service charges	\$ 44,950.00	\$ 46,047.60	102%
Fixed charges	\$ 1,065.00	\$ 354.36	33%	Fixed charges	\$ 10,640.00	\$ 5,041.00	47%	Current services	\$ 32,280.00	\$ 11,692.20	36%
TOTAL	\$ 52,185.00	\$ 22,063.65	42%	TOTAL	\$ 157,415.00	\$ 61,087.79	39%	Fixed charges	\$ 1,100.00	\$ 2,014.14	183%
Non-fee income	\$ 9,000.00	\$ 2,322.30	26%	Non-fee income	\$ 38,000.00	\$ 19,663.89	52%	Contracted services	\$ 5,000.00	\$ 2,500.00	50%
Fee income	\$ 43,185.00	\$ 31,533.15	5.65%	Fee income	\$ 119,415.00	\$ 87,195.35	15.61%	Capital outlay	\$ 33,500.00	\$ 16,010.63	48%
TOTAL	\$ 52,185.00	\$ 33,855.45	65%	TOTAL	\$ 157,415.00	\$ 106,859.24	68%	TOTAL	\$ 585,360.00	\$ 298,872.01	51%
Profit/Loss	\$ -			Profit/Loss	\$ -			Non-fee income	\$ -	\$ 17,137.38	
								Fee income	\$ 503,005.00	\$ 367,288.00	65.75%
NUBIAN MESSAGE				WINDHOVER				TOTAL	\$ 503,005.00	\$ 384,425.38	76%
	Budget	Actual	Percent		Budget	Actual	Percent	Profit/Loss	\$ (82,355.00)		
Temp payroll	\$ 11,000.00	\$ 4,055.85	37%	Temp payroll	\$ 6,600.00	\$ 420.00	6%				
Supplies	\$ 200.00	\$ 156.11	78%	Supplies	\$ 750.00	\$ 276.54	37%				
Leadership develop.	\$ 3,430.00	\$ -	0%	Leadership develop.	\$ 1,965.00	\$ -	0%				
Admin service charges	\$ 1,470.00	\$ 1,075.08	73%	Admin service charges	\$ 1,790.00	\$ 1,783.48	100%				
Current services	\$ 7,000.00	\$ 2,629.98	38%	Current services	\$ 11,050.00	\$ 242.89	2%				
Fixed charges	\$ 1,110.00	\$ 260.00	23%	Fixed charges	\$ 1,290.00	\$ 55.00	4%				
TOTAL	\$ 24,210.00	\$ 8,177.02	34%	TOTAL	\$ 23,445.00	\$ 2,777.91	12%				
Non-fee income	\$ 4,500.00	\$ 953.90	21%	Non-fee income	\$ -	\$ -					
Fee income	\$ 19,710.00	\$ 14,392.00	2.58%	Fee income	\$ 23,445.00	\$ 17,119.25	3.06%				
TOTAL	\$ 24,210.00	\$ 15,345.90	63%	TOTAL	\$ 23,445.00	\$ 17,119.25	73%				
Profit/Loss	\$ -			Profit/Loss	\$ -						
ROUNDAABOUT				WKNC				OVERALL			
	Budget	Actual	Percent		Budget	Actual	Percent		Budget	Actual	Percent
Temp payroll	\$ 3,700.00	\$ 2,977.87	80%	Temp payroll	\$ 60,200.00	\$ 21,787.21	36%	FTE salaries + benefits	\$ 407,100.00	\$ 198,728.32	49%
Supplies	\$ 200.00	\$ 15.67	8%	Supplies	\$ 2,500.00	\$ 1,262.54	51%	Temp payroll	\$ 262,000.00	\$ 94,535.36	36%
Leadership develop.	\$ 760.00	\$ 115.00	15%	Leadership develop.	\$ 4,090.00	\$ 200.00	5%	Supplies	\$ 15,850.00	\$ 7,009.44	44%
Admin service charges	\$ 1,090.00	\$ 544.99	50%	Admin service charges	\$ 7,330.00	\$ 7,090.62	97%	Leadership develop.	\$ 31,350.00	\$ 2,042.28	7%
Current services	\$ 14,500.00	\$ 11,129.26	77%	Current services	\$ 7,300.00	\$ 2,224.37	30%	Admin service charges	\$ 68,590.00	\$ 69,303.48	101%
Fixed charges	\$ 475.00	\$ -	0%	Fixed charges	\$ 11,520.00	\$ 5,830.85	51%	Current services	\$ 105,690.00	\$ 42,471.90	40%
TOTAL	\$ 20,725.00	\$ 14,782.79	71%	Contracted services	\$ -	\$ -		Fixed charges	\$ 27,200.00	\$ 13,555.35	50%
Non-fee income	\$ 29,000.00	\$ 20,040.00	69%	TOTAL	\$ 92,940.00	\$ 38,395.59	41%	Contracted services	\$ 5,000.00	\$ 2,500.00	50%
Fee income	\$ -	\$ -	0.00%	Non-fee income	\$ 36,700.00	\$ 10,822.91	29%	Capital outlay	\$ 33,500.00	\$ 16,010.63	48%
TOTAL	\$ 29,000.00	\$ 20,040.00	69%	Fee income	\$ 56,240.00	\$ 41,065.75	7.35%	TOTAL EXPENSES	\$ 956,280.00	\$ 446,156.76	47%
Profit/Loss	\$ 8,275.00			TOTAL	\$ 92,940.00	\$ 51,888.66	56%	Non-fee income	\$ 117,200.00	\$ 70,940.38	61%
				Profit/Loss	\$ -			Fee income	\$ 765,000.00	\$ 558,593.49	73%
								Interest income	\$ -	\$ -	
								Food purchases	\$ -	\$ -	
								TOTAL INCOME	\$ 882,200.00	\$ 629,533.87	71%
								Net Profit/Loss	\$ (74,080.00)		
								SM Enhancement Fund	\$ 12,088.53	663502	
								Technician Century Fund	\$ 41,748.84	667736	

**North Carolina State University (NCSU)
Facilities Services Department**

Bid Tabulation Form – Informal Project					Comments on any Bid Irregularities:				
Project Name: Repainting tower & replacing beacon on the roof top - D.H									
Building/Location: D.H. Hill Jr. Library (North Bookstacks)									
Project Number: 202124135									
Construction Manager: Ranjani Rajagopalan									
Bid Location: Facilities Svcs. Dept., Suite 300, Administrative Services III Bldg., 2701 Sullivan Dr., Raleigh									
Bid Date: 12/23/2021 Bid Time: 10 a.m.									
Designer's Cost Estimate:\$ <u>\$ 8,500.00</u>									
Construction Company	HUB	>\$300K HUB Affidavit Included?	Addendum(s) Acknowledged	Base Bid	Alt. # 1	Alt. # 2	Alt. # 3	Alt. # 4	Total
McClure & Associates	Y			\$52,500.00					\$52,500.00
Riley Contracting	Y			\$38,700.00					\$38,700.00
Quality Builders				\$18,533.00					\$18,533.00
Bid opening witnessed by: 					12/23/2021				
To All Bidders: This bid tabulation indicates the apparent low bidder and does not constitute an award of the contract. The STATE OF NORTH CAROLINA AND NORTH CAROLINA STATE UNIVERSITY RESERVE THE RIGHT TO REJECT ANY OR ALL BIDS. We appreciate your bidding on this project and look forward to working with you in the future.									
Project Manager, NCSU Facilities Services Department:					Date: 12/23/2021				
Assistant Director, NCSU Facilities Services Department:					Date: 12/23/2021				

STUDENT MEDIA

SEEKING APPLICATIONS for Student Media Leader Candidates

To: Prospective applicants for 2022-2023 editors-in-chief of *Agromeck*, *Nubian Message*, *Roundabout*, *Technician* and *Windhover*, and senior managers of the Student Business and Marketing Office and WKNC.

Date: Jan. 3, 2022

Re: Vacancies in leadership positions

QUALIFICATIONS

- The candidate must have been a member of that medium for at least two full semesters.¹
- The candidate must have at least two semesters remaining as an NC State University student.¹
- 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.^{1,2}
- For the University regulation for undergraduate student leadership, consult regulation 11.55.6.

¹ The board may decide to waive this requirement.

²For the *Technician* and *Nubian Message* editors-in-chief, 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-in-chief, this includes a summer workshop TBD. For the WKNC and Student Business and Marketing Office general managers and *Roundabout* editor-in-chief, this includes the College Media Mega Workshop, which is typically held in July. All of these required trainings may be subject to change due to circumstances beyond the control of NC State Student Media.

STEP ONE: The position package — due Thursday, Feb. 3, 2022 at noon, 307A Witherspoon (Business Office)

The position package is due by noon to Patrick Neal in 307A Witherspoon Student Center. Packages won't be accepted, copied or distributed late. The position package should consist of a one-page cover letter, a one-page resume and a position paper of no more than five pages (one-sided, black-and-white). 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 or current student leaders. Past position packages are available for candidates' review upon request.

STEP TWO: Interviews with advisory boards — dates, times and locations to be announced

The five advisory boards - Newspapers, Broadcast, Annual Publications, Business Office and Roundabout - will meet at times and locations to be determined to interview all eligible candidates. Each advisory board will ultimately make a recommendation to the Student Media Board of Directors. Those meetings will be held between Friday, Feb. 4 and Monday, Feb. 28. The question-and-answer portions of the meeting will be open to the public; the advisory boards will deliberate in executive (closed) session in arriving at their recommendations.

STEP THREE: The hiring — Tuesday, March 1, 7 p.m., 356 Witherspoon Student Center (AACC Conference Room)

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.

STUDENT MEDIA

THE POSITION PACKAGE

for Student Media Leader Candidates

To: Prospective applicants for 2022-2023 editors-in-chief of *Agromeck*, *Nubian Message*, *Roundabout*, *Technician* and *Windhover*, and senior managers of the Student Business and Marketing Office and WKNC.

Date: Jan. 3, 2022

Re: The Position Package

STEP TWO: The position package — due Thursday, Feb. 3, 2022 at noon, 307A Witherspoon

The position package is a key part of your application. Late position packages packages won't be accepted, copied or distributed late.

The position package consists of three parts.

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

The cover letter should be the front page of the package that explains to members of the Student Media Board of Directors why they should hire you. It should grab members' 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:

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

Please note: Printouts of unofficial transcripts will no longer be required as part of the position package, but the director will verify that all applicants are in compliance with Regulation 11.55.6.

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

- 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?
- With declining advertising revenues in the media, how will you produce a vibrant product?
- Why do you want the job? What will you bring, personally, to the position?
- 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 enhance your media's online presence?
- How will your media serve NC State students?
- How do you relate to fellow staff members?
- How will you ensure that your media 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 media? What about the content?
- What kinds of things would you like to see at required training?

Agromeck

By Don Bui & Mandy Stacy, Co Editors-In-Chief

Revenue

- As of Jan. 3, we have sold 113 books.
- Senior portraits will be held Jan. 18-28. Seniors who take their senior portrait will receive a \$10 off
- discount code for the book.

Expenditures

- Nothing to report.

Personnel

- We hired a new design editor, Jermaine Hudson, and a new promotions manager, Krishna Patel.
- We will be holding a banquet for the 120th anniversary of Agromeck March 26 from 6-9 p.m. in the Talley ballrooms. We will be inviting past editors and past members of leadership staff to the banquet.

Training

- We are continuing to hold one-on-one sessions with correspondents as they begin to complete their correspondence.
- We will be holding a “mini-retreat” to train our new members of leadership staff Jan. 22.

Coverage

- We are continuing our coverage of student life, campus events, and any ongoing impacts of the COVID-19 pandemic.

Technology

- Nothing to report.

Deadlines

- We submitted our third deadline of 34 pages Nov. 22.
- We submitted proofs from our second deadline of 54 pages in December.
- We are currently editing proofs from our third deadline of 34 pages.
- We are currently working towards our next deadline of 38 pages Jan. 31.

Ethics/Legal Issues

- Nothing to report.

Student Business Office

By Jonny Zemola, General Manager

Revenue

OUTLET	TARGET	SOLD YTD* ending 01/05/22	PAID YTD** ending 01/05/22
Technician	\$ 60,000	\$ 21,188.78	\$ 19,651.89
Nubian Message	\$ 5,000	\$ 1,507	\$ 954
WKNC	\$ 12,000	\$ 3,225	\$ 2,285
Roundabout Magazine	\$ 40,000	\$ 15,440	\$ 15,440
Agromeck* Zanna and Patrick for departmental	\$ 3,000	\$	\$
Student Media* Kiosks, services, etc.	\$ 20,000	\$ 27,645	\$ 17,115***

* SOLD YTD reflects value of future advertising commitments regardless of publication dates as the goal is to sell multiple placements and campaigns to increase efficiency and value.

** PAID YTD equals revenue received as reflected on campus financial reporting system, which includes payments for current advertising, income from events, revenue for rack advertising, past due account receipts from previous fiscal years, etc.

*** Pre-PAID 20-21 due to COVID budgeting needs, some on-campus clients pre-paid from 2020-2021 fiscal year funds for 2021-2022 ad placements

Personnel

- Over the last month, two members have informed me of their decision to step away from their consultant positions in the Business and Marketing team. Sarah George and Nani Suarez have decided not to return for the Spring Semester.
- It saddens me to inform you all that I will be stepping down as the General Manager of the Business and Marketing team due to personal reasons. I ask that you all respect my decision in doing so. My last day will be on January 20th. Thank you all for the great time and all of the professional experiences gained over these past 2 years.
- Recruitment will be picking up over the next month to compensate for these departures. "Always Be Cruitin" will continue moving forward.

Training

- There has been little training done over the last month due to Winter break. Training will pick up over the next month with the arrival of new recruits.

Technology

- Technology seems to be running smoothly for everyone in the office.

Coverage/Outreach

- Outreach in the last month has declined due to winter break.
- Moving forward, outreach will be directed toward special edition publications such as Roundabout, the Double Barrel, and the Orientation Magazine.

Deadlines

- The art deadline for the Double Barrel magazine is January 28, 2022 with the preferred date of January 17th.
- Roundabout - Spring 2022 -estimate February 17 publication date
- Commitment deadline - January 27 (20% discount if commitment by January 20)
- Artwork deadline - February 3, 2022
- Orientation Magazine art deadline is April 25th.

Sales

- Sales over the past month have been very little due to the Winter break. The team looks to be in good shape to increase rapidly over the next month with the return of students.

Nubian Message

By Andrea Alford, Editor-In-Chief

Personnel

- Our social media manager resigned from the position. While we're looking for a replacement, Elikem Dodor is taking over those tasks.

Training

- No updates.

Technology

- No updates.

Coverage/Outreach

- No updates.

Deadlines

- No updates.

Ethics/Legal issues

- There was a print issue concerning the counseling center. It was resolved and the correct information was run on the website.

Roundabout

By Charles Smalls, Editor-In-Chief

Revenue

- Nothing new to report.

Expenditures

- Nothing new to report.

Personnel

- Our copy editor has just stepped down from her position and we intend to replace the position or have Martha and myself fulfill the role.

Training

- Our Photo Editor Bran should be finishing his stint with our photography correspondent program so that he can fully act in his position.

Technology

- Nothing new to report.

Coverage/Outreach

- Nothing new to report.

Deadlines

- Roundabout's current deadlines revolve around a drop date of March 7th. We are preparing to submit our final draft to printers on February 21st with a final copy submission deadlines of January 31st.

Ethics/Legal Issues

- Nothing new to report.

Technician

No report as of Jan. 7, 2022

Windhover

By Camilla Keil, Editor-In-Chief

Revenue + Expenditures

- \$996 spent on payroll, no revenue to report.

Personnel

- Assistant Designer Sophia Chunn was hired in November.

Training

- Nothing to report.

Technology

- Nothing to report.

Coverage/Outreach

- We're still seeking audio and video submissions through January 31st.

Deadlines

- The Audio/Video deadline is January 31st, and our literary and visual submissions will be selected for designers to begin assembling the book by January 15th.

Ethics/Legal Issues

- Nothing to report.

WKNC 88.1 FM HD-1/HD-2

By Maddie Jennette, General Manager

Revenue

- WKNC income (money in the bank) as of Jan. 1, 2022: \$10,822.91
 - Sponsor Sales \$2,004.80
 - Women's Basketball \$0.00
 - Men's Baseball \$3,520.00
 - Event Promotions \$1,600.00
 - Merchandise Sales \$1,318.11
 - DJ Services \$180.00
 - HD-3 Lease \$2,200.00
 - Other \$0.00
 - Event Sponsorships \$0.00
 - Event Tickets \$0.00

Personnel

- We'll be holding our interest meetings for the spring semester on January 11th and 12th, so we're about to have another large group of new staff/volunteers. The only openings in our paid staff are our two Public Affairs Content Creator positions, and we're looking to fill both of these positions as soon as possible. We have had interest in the positions from various students, so we're just waiting to receive applications and then we will begin the interviewing process.

Technology

- We had multiple issues with our music servers over winter break which resulted in our signal being cut off for hours at a time. I believe all these issues have since been fixed, and we also got a larger hard drive to store more data.

Coverage/Outreach

- I have been busy over winter break with planning Double Barrel Benefit. The event will hopefully be announced on January 10th, which includes the full lineup and tickets being available to purchase.