

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period March 23, 2006 through March 22, 2007.

1) Employment Unit: Brazos Valley Public Broadcast Foundation

**2) Unit Members (Stations and Communities of License): KWBU-TV, Waco, Texas
KWBU-FM, Waco, Texas**

3) EEO Contact Information for Employment Unit:

Mailing Address: KWBU-TV Baylor University One Bear Place #97296 Waco, TX 76798-7296	Telephone Number: (254) 710-3472
	Contact Person/Title: Carla Hervey, Business Affairs Manager
	E-mail Address: Carla@kwbu.org

4) List all Full-Time Job Vacancies Filled by Each Station in the Employment Unit:

Job Title	Recruitment Source Referring Hiree
1. Membership Assistant	Newspaper ad – Waco Tribune Herald
2. KWBU-FM News/Public Affairs Director	Word of mouth (referred by KWBU employee)
3. Director of Corporate Support	KWBU Web site
4. KWBU-TV Production Photographer/Editor	Word of mouth (outside referral)
5. Membership Assistant	Newspaper ad – Waco Tribune Herald
6. Director of Major Giving	Word of mouth (outside referral)

5) Job Title: Membership Assistant

Referral Source(s) of Hire: Newspaper ad (Waco Tribune Herald)

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
KWBU TV & FM Web Site	Michael Hagerty	MichaelH@kwbu.org	(254) 710-3472	0	N/A
Waco Tribune Herald	Classifieds	P. O. Box 2588 Waco, TX 76702-2588	(254) 757-5757	2	No
Heart of Texas Workforce Commission	Jaynie Ballantine	www.workintexas.com	(254) 296-5207	1	No
U. S. Army, Ft. Hood, TX	Bob Oakes	Bob.oakes@us.army.mil	N/A	0	No
University of Texas Communication Career Services	N/A	ccs@uts.cc.utexas.edu	N/A	0	No
Southern Methodist University (SMU)	Recruiting Director	P. O. Box 750113 Dallas, TX 75275-0113	N/A	0	No
Southwestern University	Theatre/Communications	1001 E. University Drive Georgetown, TX 78626	N/A	0	No
Texas Christian University (TCU)	Radio/Television/Film	2800 S. University Drive Ft. Worth, TX 76129	N/A	0	No
Texas Southern University	Dept. of Communications	3100 Cleburne Avenue Houston, TX 77004	N/A	0	No
Texas Tech University School of Mass Communications	Career Placement	P. O. Box 45006 Lubbock, TX 79406	N/A	0	No
Temple College	Director, Career Placement Services	2601 S. First Street Temple, TX 76501	N/A	0	No
University of Mary Hardin Baylor School of Fine Arts	Communication Dept.	900 College Belton, TX 76513	N/A	0	No
Prairie View A&M University	College of Arts & Sciences	P. O. Box 4019 Prairie View, TX 77446-4019	N/A	0	No
Texas State University Communication Studies	Dr. T. Richard Cheatham, Dean	112 Old Main, 601 University Drive San Marcos, TX 78666-4616	N/A	0	No
Texas Woman's University	Dept. of Mass Communications	P. O. Box 425589 Denton, TX 76204	N/A	0	No
University of Texas at Tyler	Dept. of Communication	3900 University Blvd. Tyler, TX 75799	N/A	0	No
Texas A&M University	Dept. of Communication	4234 TAMU College Station, TX 77843-4234	N/A	0	No
McLennan Community College	Director, Career Placement Services	1400 College Drive Waco, TX 76701	N/A	0	No
Texas State Technical College	N/A	3801 Campus Drive Waco, TX 76705	N/A	0	No

**5) Job Title: KWBU-FM News/Public Affairs Director Referral Source(s) of Hiree: Word of Mouth
(referred by KWBU employee)**

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
KWBU TV & FM Web Site	Michael Hagerty	MichaelH@kwbu.org	(254) 710-3472	1	N/A
Waco Tribune Herald	Classifieds	P. O. Box 2588 Waco, TX 76702-2588	(254) 757-5757	1	No
Heart of Texas Workforce Commission	Don Hay	www.workintexas.com	(254) 296-5207	0	No
U. S. Army, Ft. Hood, TX	Teresa Shipman & Marie Irving	teresa.shipman@us.army.mil & marie.irving@us.army.mil	N/A	0	No
CPB Jobline	N/A	www.cpb.org/jobline	N/A	0	No
PBS Connect	N/A	https://secure.connect.pbs.org	N/A	0	No
University of Texas Communication Career Services	N/A	ccs@uts.cc.utexas.edu	N/A	0	No
Southern Methodist University (SMU)	Recruiting Director	P. O. Box 750113 Dallas, TX 75275-0113	N/A	0	No
Southwestern University	Theatre/Communications	1001 E. University Drive Georgetown, TX 78626	N/A	0	No
Texas Christian University (TCU)	Radio/Television/Film	2800 S. University Drive Ft. Worth, TX 76129	N/A	0	No
Texas Southern University	Dept. of Communications	3100 Cleburne Avenue Houston, TX 77004	N/A	0	No
Texas Tech University School of Mass Communications	Career Placement	P. O. Box 45006 Lubbock, TX 79406	N/A	0	No
Temple College	Director, Career Placement Services	2601 S. First Street Temple, TX 76501	N/A	0	No
University of Mary Hardin Baylor School of Fine Arts	Communication Dept.	900 College Belton, TX 76513	N/A	0	No
Prairie View A&M University	College of Arts & Sciences	P. O. Box 4019 Prairie View, TX 77446-4019	N/A	0	No
Texas State University Communication Studies	Dr. T. Richard Cheatham, Dean	112 Old Main, 601 University Drive San Marcos, TX 78666-4616	N/A	0	No
Texas Woman's University	Dept. of Mass Communications	P. O. Box 425589 Denton, TX 76204	N/A	0	No
University of Texas at Tyler	Dept. of Communication	3900 University Blvd. Tyler, TX 75799	N/A	0	No
Texas A&M University	Dept. of Communication	4234 TAMU College Station, TX 77843-4234	N/A	0	No

McLennan Community College	Director, Career Placement Services	1400 College Drive Waco, TX 76701	N/A	0	No
Texas State Technical College	N/A	3801 Campus Drive Waco, TX 76705	N/A	0	No
Direct Access Communications System (DACs)	N/A	www.NPR.org	N/A	1	No

5) Job Title: Director of Corporate Support Referral Source(s) of Hiree: KWBU Web Site

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
KWBU TV & FM Web Site	Michael Hagerty	MichaelH@kwbu.org	(254) 710-3472	0	N/A
Waco Tribune Herald	Classifieds	P. O. Box 2588 Waco, TX 76702-2588	(254) 757-5757	1	No
Heart of Texas Workforce Commission	Don Hay	www.workintexas.com	(254) 296-5207	0	No
U. S. Army, Ft. Hood, TX	Teresa Shipman & Marie Irving	teresa.shipman@us.army.mil & marie.irving@us.army.mil	N/A	0	No
CPB Jobline	N/A	www.cpb.org/jobline	N/A	0	No
PBS Connect	N/A	https://secure.connect.pbs.org	N/A	0	No
Word of Mouth	N/A	N/A	N/A	1	No

5) Job Title: KWBU-TV Production Photographer/Editor Referral Source(s) of Hiree: Word of Mouth (outside referral)

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
KWBU TV & FM Web Site	Michael Hagerty	MichaelH@kwbu.org	(254) 710-3472	2	N/A
Waco Tribune Herald	Classifieds	P. O. Box 2588 Waco, TX 76702-2588	(254) 757-5757	1	No
Heart of Texas Workforce Commission	Don Hay	www.workintexas.com	(254) 296-5207	0	No
U. S. Army, Ft. Hood, TX	Teresa Shipman & Marie Irving	teresa.shipman@us.army.mil & marie.irving@us.army.mil	N/A	0	No
PBS Connect	N/A	https://secure.connect.pbs.org	N/A	0	No
University of Texas Communication Career Services	N/A	ccs@uts.cc.utexas.edu	N/A	0	No

Southern Methodist University (SMU)	Recruiting Director	P. O. Box 750113 Dallas, TX 75275-0113	N/A	0	No
Southwestern University	Theatre/Communications	1001 E. University Drive Georgetown, TX 78626	N/A	0	No
Texas Christian University (TCU)	Radio/Television/Film	2800 S. University Drive Ft. Worth, TX 76129	N/A	0	No
Texas Southern University	Dept. of Communications	3100 Cleburne Avenue Houston, TX 77004	N/A	0	No
Texas Tech University School of Mass Communications	Career Placement	P. O. Box 45006 Lubbock, TX 79406	N/A	0	No
Temple College	Director, Career Placement Services	2601 S. First Street Temple, TX 76501	N/A	0	No
University of Mary Hardin Baylor School of Fine Arts	Communication Dept.	900 College Belton, TX 76513	N/A	0	No
Prairie View A&M University	College of Arts & Sciences	P. O. Box 4019 Prairie View, TX 77446-4019	N/A	0	No
Texas State University Communication Studies	Dr. T. Richard Cheatham, Dean	112 Old Main, 601 University Drive San Marcos, TX 78666-4616	N/A	0	No
Texas Woman's University	Dept. of Mass Communications	P. O. Box 425589 Denton, TX 76204	N/A	0	No
University of Texas at Tyler	Dept. of Communication	3900 University Blvd. Tyler, TX 75799	N/A	0	No
McLennan Community College	Career Placement Services	1400 College Drive Waco, TX 76701	N/A	0	No
Texas A&M University	Department of Communication	4234 TAMU College Station, TX 77843-4234	N/A	0	No
Texas State Technical College	N/A	3801 Campus Drive Waco, TX 76705	N/A	0	No

5) Job Title: Membership Assistant Herald

Referral Source(s) of Hiree: Newspaper ad (Waco Tribune Herald)

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
KWBU TV & FM Web Site	Michael Hagerty	MichaelH@kwbu.org	(254) 710-3472	2	N/A
Waco Tribune Herald	Classifieds	P. O. Box 2588 Waco, TX 76702-2588	(254) 757-5757	2	No
Heart of Texas Workforce Commission	Don Hay	www.workintexas.com	(254) 296-5207	0	No
U. S. Army, Ft. Hood, TX	Teresa Shipman & Marie Irving	teresa.shipman@us.army.mil & marie.irving@us.army.mil	N/A	0	No
University of Texas Communication Career Services	N/A	ccs@uts.cc.utexas.edu	N/A	0	No

Southern Methodist University (SMU)	Recruiting Director	P. O. Box 750113 Dallas, TX 75275-0113	N/A	0	No
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Texas Southern University	Dept. of Communications	3100 Cleburne Avenue Houston, TX 77004	N/A	0	No
Texas Tech University School of Mass Communications	Career Placement	P. O. Box 45006 Lubbock, TX 79406	N/A	0	No
Temple College	Director, Career Placement Services	2601 S. First Street Temple, TX 76501	N/A	0	No
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Texas State University Communication Studies	Dr. T. Richard Cheatham, Dean	112 Old Main, 601 University Drive San Marcos, TX 78666-4616	N/A	0	No
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University of Texas at Tyler	Dept. of Communication	3900 University Blvd. Tyler, TX 75799	N/A	0	No
McLennan Community College	Career Placement Services	1400 College Drive Waco, TX 76701	N/A	0	No
Texas A&M University	Department of Communication	4234 TAMU College Station, TX 77843-4234	N/A	0	No
Texas State Technical College	N/A	3801 Campus Drive Waco, TX 76705	N/A	0	No

5) Job Title: Director of Major Giving Referral Source(s) of Hiree: Word of Mouth (outside referral)

(i) Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
KWBU TV & FM Web Site	Michael Hagerty	MichaelH@kwbu.org	(254) 710-3472	1	N/A
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Heart of Texas Workforce Commission	Don Hay	www.workintexas.com	(254) 296-5207	0	No
U. S. Army, Ft. Hood, TX	Teresa Shipman & Marie Irving	teresa.shipman@us.army.mil & marie.irving@us.army.mil	N/A	0	No
PBS Connect	N/A	https://secure.connect.pbs.org	N/A	0	No

6) Total # of Interviewees Referred: For the period from March 23 2006 through March 22, 2007, this Employment Unit interviewed 16 interviewees for full-time job vacancies.

7) Supplemental Recruitment Initiatives.

a) Initiative: Job Fairs

KWBU participated in the Killeen Daily Herald Job Fair in Killeen, Texas on September 27, 2006 and in the Temple College Job Fair in Temple, Texas on November 2, 2006. At both all day events, Glenda Moss, KWBU Business Manager, visited with numerous prospective employees and explained the types of positions typically available at KWBU-TV & KWBU-FM.

b) Initiative: TV Work Study Program with Baylor University

The station sponsors Baylor University work study students who are paid for working up to 20 hours per week in the various KWBU departments. Students in the KWBU-TV Production department get “hands on” experience writing promos, producing short video clips, and editing (linear and non-linear). They are also involved in graphic design and in shooting b-roll and lectures for airing on the College Channel (Time Warner Cable). These students also learn how to produce and direct live pledge drives. Elisa Daniels worked for KWBU-TV’s production of “Inside Baylor Sports” from 9/4/05 through 5/31/06, Eric Hsia worked from 10/6/06 – 12/31/06, and Mollie Leggitt was hired on 1/28/07 and continues to work for KWBU at the present time, all under the supervision of Senior Producer Robert Shiekh.

Mary Louise Berry began her association with KWBU as an intern with TV Station Manager Clare Paul in January 2005 and was formally hired as a student worker in August 2005. She assisted Ms. Paul with organizing files and writing press releases, and was being taught the programming traffic system as well as filling in as a Master Control Operator. She worked approximately 20 hours per week until she moved to another city on May 1, 2006.

c) Initiative: FM Work Study Program with Baylor University

Baylor University telecommunications students work on various activities at the station. Students produce weekly audio spots and on-air audio membership appeals, work live on-air shifts and work on the daily program logs and automation system.

Natalie Cook worked under the supervision of KWBU-FM News Director Michael Hagerty from September 20, 2004 through May 1, 2006. Natalie worked approximately 6 hours per week – writing, editing, and recording the Community Calendar segment which is updated each weekday and airs on KWBU-FM.

Ashley Dawn Sheppard was hired on June 1, 2005 and worked through August 4, 2006 under the supervision of Station Manager Brodie Bashaw and News Director Michael Hagerty. Her duties included writing and producing local news features, tagging promos for national programming, working on air and assisting the News Director. Ashley Dawn worked approximately 11 hours per week.

Samreen Hooda was hired on September 6, 2006 to work under the supervision of Station Manager Brodie Bashaw and worked through November 6, 2006. She produced local news features and tagged promos for national programming. Samreen worked approximately 6 hours per week.

d) Initiative: Internship program with Baylor University

KWBU-TV has worked with Baylor University professors as well as posting announcements on the Baylor Information Network to make students aware of the opportunities available for internships.

Interns in the KWBU-TV Production Department are supervised by Joani Livingston, KWBU-TV Production Supervisor, and assist in all aspects of production, including shooting, editing, production assistance in the field, logging tapes, organizing tape archives, etc. Students learn by participating in shooting b-roll and lectures for air on the College Channel; writing promos; producing short video clips; and editing (both linear and non-linear). They also learn graphic design, and how to produce and direct live pledge drives. To receive credit for the class, students must complete 100 hours per semester (hours per week vary). There have been two interns in the report year – Elizabeth Duston (8/05 – 6/06) and Alaina Lawrence (January 2007 – present).

In addition to the duties listed above, Elizabeth produced and directed a documentary for air on KWBU-TV and Alaina produced a “Non-Profit Profile” for air on KWBU-TV.

Also, in the spring of 2006, KWBU-FM News Director Michael Hagerty worked with student Laura Klingsporn to record voiceovers for station promos, underwriting spots, pledge drive spots, etc. Laura has since been hired as part-time employee at KWBU-FM.

e) Initiative: Community Outreach

On March 1, 2007, Joani Livingston, KWBU-TV Production Supervisor sat on a panel with three other participants and gave a presentation to approximately 50 Baylor University students. As well as answering specific questions, Ms. Livingston spoke about careers in broadcasting, how she got her start and things the students should know about working in the various communications fields.

f) Participation in events sponsored by educational institutions

On March 23, 2006, Polly Anderson, KWBU President & CEO, spoke to the Altrusa Club of Waco, Texas regarding KWBU’s role in the Central Texas community and the future and potential of public broadcasting. Included in her presentation was information regarding careers in broadcasting and employment opportunities at KWBU.