

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period March 23, 2007 through March 22, 2008.

1) **Employment Unit: Brazos Valley Public Broadcasting 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. Director of Development	Word of mouth (outside referral)
2. Inside Baylor Sports Producer	TVJobs.com

5) Job Title: Director of Development 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	0	N/A
Waco Tribune Herald	Classifieds	P. O. Box 2588 Waco, TX 76702-2588	254-757-5757	0	No
Heart of Texas Workforce Commission	Joel Espinoza	www.workintexas.com	254-296-5207	0	No
US Army, Ft. Hood, TX	Teresa Shipman & Marie Irving	Teresa.Shipman@us.army.mil Marie.Irving@us.army.mil	n/a	0	No
PBS Connect	Clare Paul	Connect.pbs.org	n/a	0	No
CPB Jobline	Clare Paul	www.cpb.org/jobline	n/a	0	No
Word of Mouth	n/a	n/a	n/a	2	No

5) Job Title: Inside Baylor Sports Producer Referral Source(s) of Hiree: TV Jobs.com

(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	0	No
Heart of Texas Workforce Commission	Joel Espinoza	www.workintexas.com	(254) 296-5207	0	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

US Army, Ft. Hood, TX	Teresa Shipman & Marie Irving	Teresa.Shipman@us.army.mil Marie.Irving@us.army.mil	n/a	0	No
TV Jobs.com	N/A	www.tvjobs.com	N/A	1	No
PBS Connect	Clare Paul	Connect.pbs.org	n/a	0	No
Texas Assoc. of Broadcasters website	n/a	www.tab.org	N/A	0	No

6) **Total # of Interviewees Referred:** For the period from March 23, 2007 through March 22, 2008, this Employment Unit interviewed 3 interviewees for full-time job vacancies.

7) **Supplemental Recruitment Initiatives.**

(a) Initiative: Job Fairs

KWBU participated in 3 job fairs during this reporting period. The first was the Texas Association of Broadcasters (TAB) Career Expo at Baylor University on March 28, 2007. It was sponsored by the TAB in cooperation with Baylor University's Department of Communication Studies. KWBU was represented by Joani Livingston, Production Supervisor and Jessica Denk, Senior Producer.

The second event was the Killeen Daily Herald Jobfair, also on March 28, 2007 at the Killeen Civic and Conference Center. KWBU was represented by Glenda Moss, KWBU Business Manager at the Killeen event.

The third event was the Heart of Texas Workforce Youth Career Expo held on June 29, 2007 on the Texas State Technical College Waco campus. The HOT Workforce serves the six-county Heart of Texas region, including Bosque, Falls, Freestone, Hill, Limestone and McLennan Counties. KWBU was represented by Glenda Moss, KWBU Business Manager at this event.

At each event KWBU employees visited with numerous prospective employees and explained the types of positions typically available at KWBU-TV and 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 various KWBU departments. Students Molli Leggitt worked for KWBU-TV's production of "Inside Baylor Sports" from 1/28/07 – 12/20/07 where she got "hands on" experience in sports production and editing under the supervision of Senior Producer Robert Shiekh. Ashlea Mangum took over this same position with Inside Baylor Sports on 1/27/08 – also under the supervision of Robert Shiekh.

(c) Initiative: Internship program with Baylor University

KWBU TV & FM 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.

KWBU-TV has interns working with TV Station Manager Clare Paul during the past year. These students typically worked approximately 10 hours per week and assisted with editing program guide listings, writing press releases and preparation for mailings, helping the Membership Department with mail outs, updating promotion mailing lists, updating program lists, and other general office tasks such as answering the phones, filing and copying.

Jennifer Henderson worked during the Summer 2007, Whitney Jarnagin worked during the Fall 2007, and Andrea Shonborn is currently working her internship with KWBU which began in February 2008 – all under the supervision of Ms. Paul.

KWBU-FM had one intern during the reporting period – Lauren Bauerle. Lauren began her internship with KWBU-FM in late February 2008 and is currently receiving instruction in how to construct a story and computer editing. After she completes this instruction she will be working on creating segments for KWBU's "Dot Org" segments – short features on local area non-profit organizations. She is working under the supervision of Derek Smith, KWBU-FM News and Public Affairs Director.

(d) Initiative: Participation in events sponsored by educational institutions

On November 5, 2007, Clare Paul, KWBU-TV Station Manager addressed a Baylor University Media Programming Class on the subject of managing a PBS television station, including programming issues, the differences between a PBS vs. a commercial station, and various media careers/opportunities available.

On February 4, 2008, Clare Paul, KWBU-TV Station Manager addressed a Baylor University Business of Media Class on the subject of managing a PBS television station, including programming issues, the differences between a PBS vs. a commercial station, and various media careers/opportunities available.

(e) Initiative: Listing of Upper-Level Category Positions in Job Banks With Substantial Participation of Women and Minorities

KWBU lists each upper-level category full-time job opening in job banks whose membership includes substantial participation of women and minorities.

(f) Initiative: Provision of Training to Management Level Personnel as to Methods of Insuring Equal Employment Opportunity and Preventing Discrimination

Business Affairs Manager Carla Hervey attended the Public Broadcasting Manager's Association (PBMA) Conference in New Orleans, Louisiana in May 2007 and was in attendance at the session on 5/31/07 entitled "Compliance 101." This session was presented by Bob Winteringham, the Corporation for Public Broadcasting's deputy inspector general and included information on requirements of the public broadcasting provisions of the Communications Act and FCC's rules, including equal employment opportunities.