

**Georgia Public Telecommunications
Commission**

**EEO Public Inspection File Report
(Station WGTV and WUGA)**

2019

December 1, 2018 -November 30, 2019

**Equal Employment Opportunity
Public Inspection File Report**

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(Station WGTV and WUGA)**

This report is prepared by Georgia Public Telecommunications Commission ("GPTC"), licensee of noncommercial television station WGTV and WUGA, Athens, Georgia and covers its employment unit for WGTV and WUGA and its Atlanta, Georgia headquarters.

The GPTC is also the licensee of an additional eight noncommercial educational television and fourteen noncommercial educational radio stations. GPTC operates its radio and television stations as state public broadcast networks, with all television programs originating in Atlanta and simulcast by all of the stations in the network. Most of the radio stations are operated in a similar manner, although some originate some programming locally. Given this structure, the bulk of GPTC's employees are located at its Atlanta headquarters. The employees at the individual stations (there are fewer than 5 full-time employees at each of the other stations) are primarily technical personnel assigned to assure the proper operation of the stations.

While GPTV has employees throughout the state, it operates as a single agency for recruitment purposes and employs the same recruitment sources and employment initiatives for all of its job openings. GPTC is also an agency of the state of Georgia and its recruitment and employment practices are subject to the requirements of the State Personnel Administration, Georgia's equivalent of the federal civil service system.

**2019 Equal Employment Opportunity
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List of Initiatives**

- 5. Provide a list and brief description of initiatives undertaken to satisfy the requirement to complete four “menu options” within a two-year period.**
- (v) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.**

During the 2018-2019 reporting period, Georgia Public Broadcasting continues to grow and expand its internship program experience to include the K-12 grade level school systems, graduate and undergraduate schools, colleges and university systems and programs that promote adult learning experiences to provide this kind of immersion opportunity in the broadcast media industry for all that may have an interest. We have begun posting strategic recruitment opportunities and have had approximately over 28 interns placed at GPB for the Summer and Fall as a result of this new effort. There were 10 recruitment postings in the following areas: On Second Thought Radio Talk Show, Client & Studio Production Services, Political Rewind Radio Talk Show, Digital News, All Things Considered, and Savannah Radio & News. The total number of students and adult learners combined that applied and expressed interest in these opportunities was 232. We continue to expand and work to attract students from diverse colleges and universities as well as adult learners. We have also conducted approximately 7 major educational tours with local and surrounding schools to share in the complete immersion of the product and services that GPB Media provides to its community.

GPB’s Human Resources Office continues to work with internal departments to address their internship program opportunities and needs to continue building a comprehensive internship orientation program. The Human Resources Office also coordinates an onboarding orientation to provide an overview of GPB and the expectations of the internship and an exit briefing survey to collect feedback on the internship experience to identify the effectiveness of the program experience.

The GPB internship program provides members of the community with opportunities to learn about and acquire skills needed for broadcast employment. The program also creates partnerships with local colleges in Atlanta and surrounding areas to broaden the development of students seeking to explore and gain careers in the public broadcasting industry as a whole.

GPB’s broadcast employment experience includes but is not limited to both technical and non-technical skills needed for the workforce. This includes opportunities in production both in radio and television within a newsroom or sports to local and

national programming. The internship experience also includes aspects of studio productions, engineering, information technology, digital media, education, development, marketing and communications, graphics and creative services, and administrative functional areas as made available.

Some of the institutions, schools and organizations that GPB has partnered with to provide the internship experiences over the past years include:

Agnes Scott College, Brandeis University, Emerson College, Art Institute of Atlanta, Savannah College of Art and Design, Chattahoochee Technical School, University of Georgia, Georgia Highlands College, Kennesaw State University, Spelman College, Rhodes College, Ohio State University, Hampton University, Clayton State University, Temple University, Georgia State University, Amherst College, Emory University, Georgetown, University of North Georgia, and Bard College of Berlin – Germany, Primrose School of Roswell North, and Drew Charter School to name a few.

GPB continues to look for opportunities to expand the internship partnership by building relationships with other local schools, colleges, universities and organizations. The primary goal is to continue efforts to attract and target diverse graduate, undergraduate, and aspiring students and members of the community, who have an interest in broadcast employment. GPB's Human Resources Staff continues to work with departments and other outside organizations to create a diverse internship experience for all aspiring careers in broadcasting. GPB continues to rotate students quarterly and year round as needed to all operational areas.

Interns will continue to receive hands on training and experience that allow them to acquire the necessary skills needed for administrative and broadcast level employment. GPB will also continue to extend ongoing opportunities for Volunteers through the efforts of the organization's Volunteer Manager for events and fund-raising campaigns.

(vii) Participation in scholarship/educational stipend programs designed to assist students interested in pursuing a career in broadcasting.

Georgia Public Broadcasting looks for opportunities to partner with programs, schools, and organizations that assist students interested in pursuing careers in broadcasting to provide immersion programs, interactive tours and real world experiences for students at all levels. This year GPB has conducted interactive tours to the following groups: Kennesaw State University, Georgia State University, Margaret Mitchell House Summer Writing Program, Primrose School of Roswell North, Drew Charter School, VOX Atlanta Summer Program, South College and Career Academy, YMCA of Atlanta, Georgia Tech Faculty Women's Club and

Smyrna Area Support for Christian Homeschoolers. GPB has partnered with the University of Georgia for a paid stipend experience so that a student can work while learning about creating and producing podcasts.

GPB continues to welcome new partnerships and opportunities that give students an opportunity to qualify for college credit, experience in broadcasting, course requirement assistance, or stipends available through their school, and/or organization as well as adult learners the opportunity to regain vital experience to enter back into the workforce. Students that participate in these programs receive a variety of benefits to include hands on experience, professional network opportunities, and begin their individual job growth and experience needed to attain careers in their area of interest.

GPB will continue to partner with schools and programs to increase diversity and awareness.

(viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for a higher-level position.

The Human Resources Office continues to work with the executive management staff at GPB to identify, develop and coordinate specialized training that is needed for staff. GPB strives to provide its employees with the additional specialized and technical skills needed to perform job responsibilities and to obtain higher-level responsibilities or positions. Some areas of training during this period include:

- **Workplace Sexual Harassment Training** was provided to all staff and interns. This mandatory harassment training was administered through the State of Georgia Department of Administrative Services. This training is mandatory and will be conducted every year. **Training completion was June 1, 2019**
- **Americans with Disability Act (ADA) Training for State and Local Government Employers.** The Human Resources Staff attended for responsibilities and best practices when handling any matters that may arise regarding Americans with Disabilities and any staff that may be requesting special accommodations. Court cases, the law itself, and questions were answered for employers on the state and local level to ensure equal employment opportunity and practices are in place. Resources were provided for assistance. **October 31, 2019**
- **Office 365 Training overview training** provided to staff on the migration of a new email server. It included a review on how to best utilize the available

- resources to include, conference room scheduling, setting up staff group lists, calendar appointments, skype possibilities and more. **December 11, 2018**
- **Statewide Fuel Card Standards & Guidelines for Drivers Training** for staff across the organization to ensure accordance with the state policy on driving vehicles and use of state fuel card. **Training Began July 2019**
 - **Quarterly State Human Resources Training** for the human resource professions about the state policies, rules, procedures and resources available for Human Resources staff at agencies. **May 28, 2019**
 - **Cyber Security Training** for all staff of the awareness and use of information technology equipment and resources and the best practices. This was an online training. **Deadline: November 13, 2019**
 - **Concur/TTE Administrator Training** for management for reviews, updates and new rules and regulations for state accounting travel process. **November 12, 2019**
 - **Motor Vehicle Awareness Training** continues to administer to all new hires and as needed for all staff on the responsibilities and expectations for driving state of Georgia vehicles. The HR office sends notices to drivers as needed to review policy and processes. **Ongoing Training: May 1, May 7, May 9, May 10, May 16, May 20, October 3, 2019**
 - **Performance Management Training Sessions.** Provides one on one support and guidance to management staff to aid in the development, coaching and evaluation process for staff. **July - August 2019**
 - **Purchasing Card Training** for all card holders and card approvers on the policies and procedures necessary to continue to be in compliance with the state procurement and purchasing process.
 - **State CAI Client User Training - State Temporary Staffing Services Contract** for human resources and procurement management staff resources and information about the use of temporary staffing and employment requirements for agencies.
 - **TTE NextGen Training** for state government management staff about the travel and expense system with the State and navigation and policy process. **December 17, 2018.**

- **Sexual Harassment Investigator Training** for HR Professionals and state investigators on the process for handling sexual harassment claims and investigations. **November 20, 2019**

(x) Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.

Each year Georgia Public Broadcasting participates in at least four activities, to include activities, programs, community outreach, academic studio tours, job fairs or career day events for students in the K-12, college level and community groups at large. These events are generally sponsored by or in partnership with educational or broadcast related entities or institutions designed to promote and encourage career opportunities and education development in broadcasting. Some of these events for the 2019 calendar year include:

- **Georgia Association of Broadcasters 2019 GAB/UGA Career Fair**
Date: February 7, 2019
- **Clayton University Internship Fair**
Date: September 12, 2019
- **Jack Voltaic US Army Cybersecurity Workshop** - GPB, CTO spoke about the potential role of GPB in public safety. **Date: August 22 & 29, 2019**
- **Emory University Climate project** - GPB representative spoke to an audience of 600 journalist and climate scientists about the impacts globally. **Date: November 7, 2019**
- **Georgia Tech's Invention Studio:** GPB education teams hosted a live virtual field trip to teach about machines in the Studio, engineering design process and inventing. **Date: May 9, 2019**

(xi) Participation in at least four events sponsored by organizations representing groups present in the community interested in broadcast employment issues.

- **National Center for Civil and Human Rights and Humanity in Action Inc.** GPB Podcast Director spoke on panel with an audience of justice activities about social justice podcasting and its role and impacts in journalism local and abroad. **July 22, 2019**
- **Georgia Institute of Technology:** International Affairs Class - Sam Nunn School of International Affairs. GPB President spoke about opportunities in International Affairs in various media roles or career paths. Understanding

- how the fragmentation of media has created greater opportunities and need for the understanding of International affairs. **Date: April 10, 2019**
- **Georgia Institute of Technology:** International Affairs Class - Sam Nunn School of International Affairs. GPB President spoke about issues of Privacy, Big Data and Fake News in the Digital Age. **Date: September 24, 2019.**
 - **Clayton County Bar Association Event on “ Free Speech and the First Amendment:** GPB Radio Senior Producer participated in event that represented lawyers and other about press freedom. **Date: May 3, 2019.**
 - **Emory University Content Creation Class:** GPB Podcast Director spoke to class of students on content creation, marketing, film and television. **Date: April 30, 2019**
 - **Asian American Journalists Association-** GPB representative spoke to journalism students about writing and producing podcasts. **Date: November 16, 2019.**
 - **Boys and Girls Club of Metro Atlanta:** GPB Radio Host represented GPB Media at an event with parents and children. **Date: November 8, 2019**
 - **World Affairs Council of Atlanta.** GPB Radio Host moderated for a women’s panel representing GPB Media. **Date: March 8, 2019.**
 - **Kennesaw State University -** GPB Podcasting Director spoke to final year journalism students about podcast radio and producing. **Date: January 22, 2019.**

These events motivate and inform students, educators and the surrounding community about the organization and career opportunities available at GPB in the areas of media, journalism, and communications.