

# **Georgia Public Telecommunications Commission**

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

**2020**

**December 1, 2019 - November 30, 2020**

**Equal Employment Opportunity  
Public Inspection File Report**

**Georgia Public Telecommunications Commission  
(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 the Department of Administrative Services Human Resources Administration unit, Georgia's equivalent of the federal civil service system.

**2020 Equal Employment Opportunity  
Public Inspection File Report  
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 2019-2020 reporting period, Georgia Public Broadcasting continues to maintain and expand its internship program experience and initiatives 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 continue to post strategic internship recruitment opportunities. This year we have had approximately 11 interns placed at GPB representing the following schools and universities: University of Georgia, Georgia State University, Kennesaw State University, Morehouse College, and Emory University. GPB also participated in a paid internship partnership with the Georgia News Lab program through Kennesaw State University. During this year there have been approximately 5 students participating in this program thus far.
  - The 2020 year was quite different due to the pandemic. There were 5 internship recruitment postings in the areas of: On Second Thought Radio Talk Show, Client & Studio Production Services, Political Rewind Radio Talk Show, and Digital News. We will continue our efforts to expand and work to attract students from diverse colleges and universities as well as adult learners. We have suspended tours during this time due to GPB's COVID-19 policy that restricts outside guests or visitors in our facility. We intend to resume educational tours once it is safe to do so.
  - 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 coordinates an onboarding orientation to provide an overview of GPB and the expectations of the internship. An exit briefing survey is collected at the end of each internship experience to collect feedback and 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 past years include University of Georgia, Georgia State University, Kennesaw State University, Morehouse College, and Emory University as indicated above. Other schools we have partnered with in past years include the following: Agnes Scott College, Brandeis University, Emerson College, Art Institute of Atlanta, Savannah College of Art and Design, Chattahoochee Technical School, Georgia Highlands College, Spelman College, Rhodes College, Ohio State University, Hampton University, Clayton State University, Temple University, Amherst College, 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 suspended in-person tours due to the pandemic. The Education Services Team however has partnered with the State of Georgia and other partners to create virtual tours. In past years, GPB has conducted interactive tours with 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. We currently partner with Kennesaw State University with the Ga. News Lab program.

GPB will continue 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:

- **Language of Accounting Training** - target budget management staff, **January 2020**
- **Telework Training** - For all state human resources professionals on the new and revised policy and procedures for teleworking and guidance this period of pandemic and working in a virtual environment. **January 31, 2020 and July 23, 2020**
- **Teamworks and the New IRS Form** - Training for state payroll, financial and human resource staff on the payroll process for employee submission of W-4 forms. **January 30, 2020**
- **Budget Administration for State Government** - training for budget management staff. **March 2020**
- **Debt Administration for State Government** - training for budget management staff. **April 2020**
- **Revenue Administration for State Government** - training for budget management staff. **May 2020**
- **E-Verify Training** - HR staff completed the training and tutorial for the updated E-Verify requirements to ensure compliance and proper use of the system and guidelines. **May 20, 2020**
- **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 June 2020**
- **Human Trafficking Training** - Mandatory state training for all employees on the signs of human trafficking, what to look for, and what we can do to prevent human trafficking. **June 30, 2020**
- **EEO Atlanta District Virtual Seminar** - Training for human resources professionals with legal updates and workplace changes regarding COVID-19, ADA, Race discrimination and LGBT rights. **August 20, 2020.**
- **Vendor Management Training** for state financial staff. **Date: August 2020 and October 2020**

- **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. **August - September 2020**
- **Fluid 20B Webinar -** Training on the State of Ga. Recruiting enhancements. HR uses the system for recruitments and submit requisitions for job postings. **September 2, 2020**
- **Corporation for Public Broadcasting (CPB) Compliance Training-** GPB financial staff attended compliance training to ensure annual requirements for CPB station grantees to include financial reporting and the use of integrated station information systems. **September 2 and 16, 2020**
- **EEO Southeast Region Virtual Seminar & Training -** Training for HR professionals about accommodations for employees, diversity and inclusion efforts, and tips and strategies regarding labor laws employers need to be aware of. **September 17, 2020**
- **Georgia Council for Human Resources Annual Conference Training -** For Human Resource professionals to learn strategies to increase employee engagement and resources in a virtual environment. **September 24-25, 2020**
- **Teamworks Literacy & Orientation Training -** training for budget management staff.  
**Date: September 2020**
- **Revenue and Expenditure Analysis -** training for budget management staff.  
**Date: September 2020**
- **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 September 30, 2020.**
- **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. **Training completion was September 30, 2020**
- **Internal Controls for State Government -** **October 13-14, 2020**
- **Purchasing Basics -** training for budget management staff.  
**Date: October 15, 2020**

- **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. **October 21, 2020**
- **HR State Community Meeting** - discussion on preparation for what a new workforce will look like and the challenges for HR in meeting the needs of the workforce during this time. **November 10, 2020**
- **Human Resources Assessment** - State Policy and Legal Analyst work with and provide training assistance and resources to the human resource staff. **November 19, 2020.**

**(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 2020 calendar year include:

- **Georgia Association of Broadcasters 2020 GAB/UGA Career Fair**  
**Date: February 13, 2020**
- **Oglethorpe University** - GPB Podcast Director spoke to students about writing and producing podcasts and the Bitter Southerner podcast.  
**Date: March 21, 2020**
- **Augusta University** - GPB Podcasting Director spoke to journalism students about producing podcasts. Students were in a basics and fundamentals of audio production class. **Date: September 28, 2020.**
- **PBS Engineering Technology Advisory Committee** - GPB CTO and Facilities Manager spoke with team of PBS Technology staff and experts to share the measures, steps and strategies GPB has taken to ensure safety and technological updates for meeting staff needs. Facilities manager shared with team about HVAC Unit upgrade and ventilation system enhancements to improve air quality and circulations in the facility during this time of pandemic. **Date: October 22, 2020**



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

- **GPB partners with WETA and American Public Media's "Call to Mind"** for a virtual town hall hosted by GPB host on conversations around youth and mental health as families prepare for the 2020-2021 school year.  
**Date: July 27, 2020**
- **The First Rainbow Coalition Free Screening** - GPB community engagement team host a discussion with filmmaker Ray Santisteban at the Auburn Avenue Research Library.  
**Date: January 8, 2020**
- **Sanditon - Free Screening** - GPB community engagement team hosts a preview at the Toco Hills-Avis G. Williams Library.  
**Date: January 11, 2020**
- **Rhythm and Roots of Arthur** - GPB community engagement team host an Arthur Screening at GPB for children and families.  
**Date: January 24, 2020**
- **The Moth Story Slam: Silenced** - GPB community engagement team, open-mic storytelling competition to share five minutes each on the nights theme. A virtual event.  
**Date: January 27, 2020 and September 14, 2020**
- **Augusta University** - GPB Podcasting Director spoke to journalism students about producing podcasts. Students were in a basics and fundamentals of audio production class. **Date: September 28, 2020.**  
**Date: September 14, 2020**
- **GPB Virtual Listening Events - Shots in the Back** - GPB community engagement team host interactive listening sessions to discuss and expand content from the podcast.  
**Date: September 21, 28 and October 5, 2020**
- **German Marshall Fund of the United States** - GPB representative and radio host spoke to a group of 50-100 about election approaches and conversations discussing issues in America.  
**Date: September 23, 2020**

- **Foreign Press Center (US Department of State)** - GPB representative and Radio Host spoke to a group of 50-100 journalists from around the world on the topic of US elections.  
**Date: October 23, 2020**

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.