

**Georgia Public Telecommunications
Commission**

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

2022

December 1, 2021 - November 30, 2022

**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 the stations in the network. Most of the radio stations operate 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 ensure 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 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.

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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 2021-2022 reporting period, Georgia Public Broadcasting began a transition to a hybrid work environment. Due to the impacts of the COVID-19 pandemic, GPB shifted to a combination of in-person and remote work options. The internship program also transitioned, offering hybrid options when necessary. These options provide the flexibility needed to offer more internship experiences and opportunities for students. The internship program was comprised of specific recruitments and established partnerships with local schools and/or organizations.
 - The GPB radio newsroom and studio client productions units provided 4 internship recruitment opportunities. They were as follows: Spring 2022 Production Services Internship; Summer 2022 Production Services Internship; Fall 2022 Production Services Internship; and Fall 2022 Radio Newsroom Internship. Out of these recruitment efforts, there were a total of 12 students selected that participated in the internship program. These students represented the following educational institutions and schools. Clayton State College, University of Georgia, Mercer University, Albany State College, Georgia Southern, Savannah College of Art and Design, Full Sail University, Kennesaw State, Carrollton High School, and Marietta High School.
 - GPB established an annual partnership with the Cristo Rey Atlanta Jesuit High School. Cristo Rey is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through this program, high school students were able to learn and experience real life work projects; and create media content samples and educational tools for external customers. There was a total of 4 students, representing the 9th, 10th, 11th, and 12th grade.
 - GPB’s internship program yielded a total of 16 students. GPB continues to target K-12 grade level school systems, graduate and undergraduate schools, colleges and university systems and programs that promote adult learning experiences to provide an immersion opportunity in the broadcast media

industry for all that may have an interest. GPB will continue efforts to expand and attract students and/or adult learners from diverse colleges, universities, and/or organizations. In addition, the educational tours resumed during this time with participation from the following schools, groups, and/or organizations: GTRI - Georgia Tech Research Institute (18 participants); Kennesaw State University/Journalism Study Tour (10 participants); New Transition to Success Summer Youth Program (30 participants); and Georgia State University Student Media Group (10 participants).

- GPB's Human Resources Office works with internal departments to address internship program opportunities and develop a comprehensive internship orientation and exit briefing program, from start to finish during the internship experience. Hybrid options remain available for both in-person and virtual experiences. The orientation process provides an overview of GPB, and the expectations of the internship. The exit briefing provides the opportunity to gather feedback from students about their internship experience. It also allows GPB to assess the effectiveness of the internship program.
- The GPB internship program provides opportunities for members of the community, students within local colleges in Atlanta, and other educational institutions in the surrounding areas, the opportunity to seek, explore, gain, and learn the knowledge and acquired skills needed for broadcast employment. Interns will continue to receive hands on training and experience that allows them to acquire the necessary skills needed for administrative and broadcast level employment.
- GPB continues to look for opportunities to expand internship partnerships by building relationships with other local schools, colleges, universities, and organizations. The primary goal is to continue efforts to attract and target diverse graduates, undergraduates, 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.
- 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 radio production, television production, newsroom, sports, and 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.

- 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. GPB's in-person tours have resumed. The Education Services Team has continued its engagement with in-person and virtual learning outreach to Georgia schools. The Education team partners with the State of Georgia and other partners to create virtual tours. GPB partnership with the Cristo Rey Atlanta Jesuit High School, continues to offer an immersion experience for a 9th, 10th, 11th, and 12th grade student.

We partnered with Kennesaw State University with the Ga. News Lab program and University of Alabama's Public Broadcasting's Preservation Fellowship program. We are working on a partnership with Georgia Southern as we progress into the new year.

GPB will continue to welcome new partnerships and opportunities that will increase diversity and awareness and 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.

(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:

- **MMG HR DEI Focused Peer Group Meeting** - meeting to provide training to member station HR staff with a focus on DEI centric leave policies, ways to be transparent in staff communication, and performance management processes: leveraging different paths to creating a more inclusive system.
January 4, 2022
- **MMG Peer Group Human Resources Meeting** - public media station HR leaders from various stations meet monthly to provide information and share policy, job descriptions, salary data, and various resources needed to train staff, develop policies, and promote diversity initiatives for employees.
January 20, 2022, April 21, 2022, May 19, 2022, July 21, 2022, October 20, 2022
- **Human Resources Community Meeting** - quarterly training for state HR staff to review guidelines on human capital management systems, staff training, and workforce strategies. **February 15, 2022, May 15, 2022, August 9, 2022, November 15, 2022**
- **CIGNA Workshop - Healthcare Consumerism Seminar**- tips, tools, and resources provided to employees to assist them in maximizing their health plan and ways to manage health care costs.
February 15, 2022
- **State Accounting Office - Time and Labor Meeting/Training** for payroll and HR staff to ensure compliance with payroll processes and other needs to ensure a successful payroll. **Occurs bi-monthly**
- **Time and Labor Central Administration Training** - payroll and HR representatives received training about the HCM time and labor systems and processing.
March 24, 2022
- **CIGNA Workshop - Mindfulness Workshop** - tips, tools, and resources provided to employees to learn how to handle stress and anxiety; discovering

breathing exercises techniques to relieve tension and creating a healthy work life balance. **April 12, 2022**

- **CIGNA/Prudential Workshop - Pathways to Financial Wellness “Is Your Financial House in Order?”** – employees learned strategies to assess their current financial situation, tips on setting financial priorities and managing debt, and resources to help protect themselves and their assets.
May 17, 2022

- **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. This training is conducted for all new hires and employees whose job expectation requires them to drive a state vehicle.

- **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. This training is conducted for all new hires.

- **Sexual Harassment Prevention Training** for HR staff to ensure compliance with state requirements
June 1, 2022

- **CIGNA Workshop - Adapting Your Well-being** – employees received tips on handling times of change and learning how to adapt to new factors while maximizing productivity. Tips were also provided and demonstrated for assessing their workspace and home environment and ensuring ergonomic needs are met.
June 21, 2022

- **State of Georgia New 401K Employer Match Changes Training** -State Accounting provided training and instructions on the new 401K Employer Match Changes and how payroll processed should be handled regarding payroll processing.
July 14, 2022

- **ADA Training – Access GA: Creating Accessible Word, PowerPoint, and PDF Documents** – Training on how to create accessible documents to ensure compliance in meeting needs for individuals with disabilities.
August 17, 2022

- **CIGNA Workshop - Emotional Well-being** – employees received tips and information about the difference between mental and emotional health and identifying conditions that contribute to emotional well-being. Employees learned stress management and relaxation techniques.

August 23, 2022

- 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 - September 2022

- **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 is conducted every year. **Training began July 1, 2022, and will end on June 30, 2023.**

- **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 and is conducted quarterly.

- **Purchasing Card Training** for administrators, card holders, and card approvers on the policies and procedures necessary to remain in compliance with state procurement and purchasing processes.

Fall 2022

- **Diversity, Equity, and Inclusion Training** - diversity training for all staff.

November 2, 2022

- **Diversity Inclusive Conversation** - continued conversation around diversity and inclusion, on the following topics, "Age and Inclusion", August 17, 2022, "Heritage", September 21, 2022, "Inclusive Culture", October 19, 2022, and "Intersectionality", November 16, 2022.

- **Georgia Fiscal Management Council Training Meeting**- for financial staff providing information, resources and training on best practices and state policy guidance for agency financial staff.

November 10, 2022

(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 2021 calendar year include:

- **Georgia Association of Broadcasters 2022 GAB/UGA Career Fair**
Date: February 8, 2022
- **KIPP Metro Atlanta Schools Principals Retreat-** GPB hosted the principals retreat in the GPB Studios. Gave GPB an opportunity to connect with education customers that utilize our education resources.
Date: February 17, 2022
- **King Middle School – Spring 2022 College and Career Motivation Week –** GPB HR Team spoke with approximately 75 students in the 6th, 7th and 8th grade about careers in broadcasting.
March 3, 2022
- **Georgia Cotton Commission –** GPB Education Team produced a live exploration about the past and present significance of cotton in Georgia.
Date: May 11, 2022
- **Kennesaw State University Journalism Student Tour**
Date: May 20, 2022
- **Walden Security Job Fair –** GPB hosted and facilitated a job fair for external community partners.
Date: June 23 and June 25, 2022
- **Cristo Rey Jesuit High School –** GPB HR Team attended the annual school internship career “Draft Day” where students are selected to companies and provided an immersion experience in areas of the student’s interest.
Date: August 19, 2022

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

- **Family Health and Child Well-Being** - GPB community engagement team hosted a conversation to support, learn, and share ideas to support Georgia's children and families and by nurturing family physical and mental health.
Date: February 10, 2022
- **Indie Lens Pop-Up Apart** - GPB community engagement team hosted a screening and discussion about families working through challenges in Georgia
Date: February 17, 2022
- **Finding Your Roots - Exploring Genealogy for Minority Populations** - GPB community engagement team hosted a screening and discussion with excerpts from Season 8 and participants learned how to conduct their own genealogical research.
Date: February 21, 2022
- **CompassionCon Festival** - GPB Community Engagement Team participated in the CompassionCon Festival to share information and resources about GPB's programs and services in the community at Grant Park (Atlanta).
Date: May 22, 2022
- **The Our Studios Organization** - GPB Director of Production Services spoke to a group of African American high school athletes and their families about the GPB documentary, "As If We Were Ghosts", providing a perspective of what it is like to work as a producer to broadcast this kind of program on air.
Date: June 13, 2022
- **Unitarian-Universalist Church of Metro Atlanta North** - GPB Producer Writer spoke to 40-50 Unitarian-Universalists about the impacts and content around Georgia writer, Conrad Aiken, and his Pulitzer Prize winning poetry in Georgia.
Date: June 19, 2022
- **Equitable Dinners Atlanta**- GPB community engagement team hosted a dinner along with 5,000 other attendees across the Atlanta community to share a meal, stories, and connect with strangers and neighbors to make a positive difference in the community. The event marked the 116th anniversary of the 1906 Atlanta Race Massacre as a community. The event was to foster meaningful connections and have vital conversations about Atlanta's history.

Date: September 21, 2022

- **The Learning Center (Senior Citizens, Inc.) – Savannah, Georgia- GPB**
Producer Writer spoke to 40-50 senior citizens about the impacts and content around Georgia writer, Conrad Aiken, and his Pulitzer Prize winning poetry in Georgia.

Date: October 26, 2022

- **The Moth Pop Up Porch community event – Ponce City Market- GOB**
Community Engagement Team hosted an event for the community to learn how to craft and pitch stories and learn stories from The Moth Archive. Participants also met story directors and producers.

Date: October 26-30, 2022

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.