

**Georgia Public Telecommunications  
Commission**

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

**2023**

**December 1, 2022 - November 30, 2023**

**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 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.

**2023 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 2022-2023 reporting period, Georgia Public Broadcasting begin full recruitment efforts after transitioning from the pandemic to continue to grow and expand the internship program experience and partnerships to benefit K-12 grade level school systems, graduate and undergraduate schools, colleges and university systems and programs that promote adult learning experiences. GPBs goal continues to be to provide an immersion opportunity in the broadcast media industry for all that may have an interest in careers in media and broadcasting.

We have continued internship recruitment opportunities and have provided hybrid remote and in-person internship 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.

- Under the GPB studio client productions unit, there have been 3 internship recruitment opportunities in the Production Services area from the Summer 2023, Spring 2023, and Fall 2023 internship programs. There were 7 students yielded from these efforts representing the following educational institutions and schools, Chattahoochee Tech, Georgia State College & University, Loyola University Chicago, Savannah State University, Kennesaw University, and Berry College.
- 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 has been a total of 8 students, representing the 9th, 10th, 11th, and 12th grade through the year.

- Under GPB's ongoing partnerships with Georgia State University, Georgia Southern and Mercer University, the number of students yielded in each program are as follows: Georgia State University (1), Georgia Southern University (5), and Mercer University (1). We have developed these strong partnerships and will work to provide rotations for students each semester.
- Through a grant from Emory University's Center for Ethics, GPB partnered to provide an internship experience for an Ethics and Servant Leadership summer program through our Community Engagement Unit. There were 2 students a part of this experience.
- Under Kennesaw University - the Ga. News Lab program and the University of Alabama's Public Broadcasting's Preservation Fellowship program continued through the GPB Newsroom unit. There was 1 student a part of this experience. This was a paid opportunity.
- WGBH Archivist Fellow - Clayton State for a digital archivist project. There was 1 fellow a part of this experience. This was a paid opportunity.
- GPB's overall internship program during the 2022-2023 year has yielded 25 students. GPB will continue 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. Educational tours have continued during this time with participation and collaboration from the Community Engagement Unit of GPB.
- GPB's Human Resources Office will continue working with internal departments to identify 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 continue its efforts 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 and even enhanced learning through interactive gaming technology. The Education team partners with the State of Georgia and other partners to create virtual tours and other resources for the benefit of students and teachers. GPB partnership with the Cristo Rey Atlanta Jesuit High School, continues to offer an immersion experience for a 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade student.

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 management across the organization 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:

- **Supervisor Reasonable Suspicion Training** – designed for supervisors to receive tips and training on how to recognize signs of employee alcohol or drug abuse and how to handle. Attendees: VP of Human Resources  
**Date: December 13, 2022**
- **Council State Personnel Administration (Georgia Council for Human Resources)** – provide administrative professionals with tools to aid agency and staff.  
**Date: December 16, 2022, March 9, 2023**
- **Employee Handbooks: Compliance and Best Practices – tips and guidance on creating employee handbooks.**  
**Date: January 4, 2023**
- **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.  
**Date: January 19, 2023, March 16, 2023, April 18, 2023, May 18, 2023, June 20, 2023**
- **NEXTGen Training** – new payroll system implementation and work groups to design new system for the state. Attendees: CFO, Budget Manager, VP of Human Resources, Payroll Accountant  
**Date: February 28, 2023, March 2, 2023**
- **ADA Conference and Training** – representatives across the state receive guidance, tips and training on ADA rules, regulations, and practices.  
**Date: May 10-11, 2023**
- **OFCCP and EEOC Training** – compliance assistance, education and outreach for legal, human resource and administrative professionals responsible for compliance.  
**Date: May 3, 2023**

- **FCC Webinar** – focus for stations responsible for handling FCC requirements and licensing. Attendees: Executive Assistant, VP of Human Resources  
**Date: May 23, 2023**
- **HR Community Meeting** – quarterly training for state HR staff to review guidelines on human capital management systems, staff training, and workforce strategies.  
**Date: May 9, 2023, August 15, 2023, November 7, 2023**
- **MMG HR DEI Focused Peer Group Meeting** – DEI special training presentation from **Cecilia Loving, Senior Vice President of DEI at PBS** for creating best practices and using the DEI toolkit as a resource for all public media stations.  
**Date: October 18, 2023**
- **Cabral and Co – Navigating Tough Conversations training** - for Executive, Human Resource, and Management staff- tips and techniques to develop strategies to navigate addressing feedback in the work-life balance.  
**Date: October 24, 2023**
- **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. Attendees: Payroll Accountant, HR Specialist, HR Assistant**
- **CIGNA Workshops** – to provide tips, tools, and resources to employees to create a healthy work life balance. **April 27, 2023, June 28, 2023, August 23, 2023**
- **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. This is an annual training.  
**June 1, 2023**
- **State Flexible Benefits Reporting Training-** for staff employee administrative staff to provide tools and tips for staff to navigate through process and systems.  
**Date: January 27, 2023, April 13, 2023**



- **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 2023**
- **Diversity, Equity, and Inclusion Training** - diversity training monthly workshops with Inclusive Conversation on different topics for all staff.  
**Date: January - November 2, 2023**
- **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.  
**Date: July - September 2023**
- **PBS Staff Training** - focus on organization/culture and keeping down silos. Understanding the audience for GPB staff. Attendees: Senior Director of Development  
**Date: September 5, 2023**
- **DOAS Risk Management Services training** - to review the components of risk management, the steps agencies need to take to ensure best practices and who to contact for assistance.  
**Date: November 29, 2023**
- **TRAC Development Workshop** - PBS stations share information, best practices, and challenges in fundraising/pledge. Attendees: Development Team  
150 attendees  
**Date: January 17 -20, 2023**
- **BBCon (Blackbaud Conference)** -Database training and information sessions  
1500 attendees. Attendees: Senior Director of Development  
**Date: October 21-24, 2023**

- **Public Media Development & Marketing Conference** - to share best practices for development and marketing public media professionals.  
750 attendees. Attendees: Development Team  
**Date: July 11-13, 2023**

**(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 2022-2023 calendar year include:

- **King Middle School - Science Fair** - HR Team member participated in the judging of student projects for the school district. Nearly 50-100 students were in attendance.  
**Date: November 30, 2022**
- **Walden Security Job Fair** - GPB hosted and facilitated a job fair for external community partners.  
**Date: January 26 and January 28, 2023**
- **Georgia Association of Broadcasters 2023 GAB/UGA Career Fair**  
**Date: February 8, 2023**
- **King Middle School - Career Day** - GPB HR Team spoke with approximately 75 students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade about careers in broadcasting.  
**Date: February 17, 2023**
- **Cristo Rey Jesuit High School** - GPB HR Team attended the annual school internship career "Draft Day" where nearly 500+ students are selected to intern with companies and are provided with an immersion experience in areas of the student's interest.  
**Date: August 18, 2023**
- **Cristo Rey Jesuit High School** - GPB HR Team and internship coordinators met with students for the annual school internship orientation for the students that are provided with an immersion experience in areas of the student's interest.  
**Date: September 11, 2023**

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

- **Brave Talk: Public Media Women in Leadership** - Brave Talk is a conference for women in public media devoted to issues surrounding women's leadership and professional development. This conference was sponsored by GPB. Attendee: Vice President, Development and Engagement  
**Date: July 7, 2023**
- **Annual NETA Conference** - The NETA Conference is dedicated to providing public media professionals with meaningful and relevant connections to the people and ideas that are at the heart of our mission to educate, engage, and entertain. Attendee: Community Engagement Manager  
**Date: - September 10-13, 2023**
- **PBS Annual Meeting** - the opportunity to collaborate and communicate about the latest developments in public media and education. GPB representative presented to 500 attendees. Attendees: Development Team  
**Date: May 14-18, 2023**
- **PBS DMAC Annual Summit** - GPB participated as an attendee and panel moderator, sharing with other PBS partners best practices during the Annual PBS Digital Media Advisory Committee summit to set committee goals and speak with PBS representatives. 25 attendees  
**Date: November 2 - 3, 2023**
- **The Moth Story Slaw - Back to School community event** - GPB Community Engagement Team hosted an event for the community to learn how to prepare a five-minute story about hitting the books. Classroom antics and lunchtime hierarchies; detention delinquent or teacher's pet. Prepare your own story to share, or enjoy the stories told by others. Attendee: Community Engagement Team.  
**Date: August 21, 2023**

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.