

EEO Public Inspection File Report
South Carolina Educational Television Commission
1041 George Rogers Blvd., Columbia, SC 29201

Stations WRLK and WLTR (FM)

RECRUITMENT SUMMARY FOR THOSE INTERVIEWED FOR POSITIONS FILLED

August 01, 2019 through July 31, 2020

Agency Title: ETV Agency Code H67

<u>Title</u>	<u>Date Posted</u>	<u>Date Hired</u>	<u>Recruitment Sources for Interviewees*</u> <u>Source for Hire</u>	<u>Total Interviewed</u>
Trades Specialist IV	6/20/2019	8/5/2019	OWS (1); ETVWS (1); Other (2); [Hire = Other]	4
Human Resources Generalist	7/25/2019	9/2/2019	OWS (3); [Hire = OWS]	3
Human Resources Generalist	7/25/2019	9/3/2019	OWS (2); IP (1); [Hire = SCSWS]	3
IT Trainer	7/26/2019	10/17/2019	OWS (10); IP (3); Other (3); [Hire = IP]	16
Broadcast Engineering Maintenance Tech III	08/01/2019	12/2/2019	OWS (2); ETVWS (1); [Hire = OWS]	3
Regional Engineer East	08/07/2019	2/17/2020	IP (1); OWS (2); [Hire = IP]	3
IT Manager I	09/13/2019	1/2/2020	IP (1); OWS (3); [Hire = OWS]	4
Procurement Manager I	9/16/2019	1/17/2019	OWS (5); Other (4); [Hire = Other]	9
Tower Technician	09/17/2019	11/04/2019	Other (4); IP (1); ETVWS (1); [Hire = Other]	5
Social Media Manager	09/20/2019	12/17/2019	Other (3); OWS (3); [Hire = Other]	6
On-Air Producer/Director	09/23/2019	10/28/2019	IP (1); Other (2); [Hire = SCETVWS]	3
Tower Technician	09/26/2019	10/17/2019	SCETVWS (1); [Hire = IP]	1
Education Technology Coordinator	10/9/2019	1/2/2020	Other (1); OWS (4); [Hire = OWS]	5
Production Assistant I	10/11/2019	12/2/2019	Media (1); Other(2); [Hire = Other]	3
Early Learning & Literacy Coordinator	10/17/2019	1/2/2020	SCBA (1); ETVWS (2); Other (1); OWS (3); [Hire = ETVWS]	7
General Maintenance Technician II	11/4/2019	2/3/2020	Other (4); [Hire = Other]	4
IT Technician II	11/4/2019	3/2/2020	IP (1);Other (1);OWS (1); [Hire = IP]	3
Media Operations Manager	1/21/2020	5/2/2020	OWS(1); IP(1); ETVWS(1); Other(2); [Hire = Other]	5
Multi Media Specialist	2/18/2020	5/4/2020	SCETVWS (1); CF (1); OWS(5); Other(4); [Hire = OWS]	11
Transmitter Supervisor IV	2/21/2020	4/17/2020	IP(2); Other(2); JF(1); [Hire = IP]	5
Multimedia Specialist	2/25/2020	4/20/2020	IP (1); SCETVWS (1); CF (1); OWS(4); Other(4); [Hire = CF]	11
Project Manager	3/26/2020	6/2/2020	IP (1); OWS(6); Other(3); [Hire = OWS]	10
Field Engineer	4/22/2020	7/2/2020	IP (1); Other (4); [Hire = Other]	5
Field Engineer	4/22/2020	6/17/2020	IP (1); OWS (1); ETVWS (1); Other (2); [Hire = Other]	5

Note: Counts of persons interviewed includes the person hired.

^ See attached list of Recruitment Source abbreviations and additional information

* The attached Referral Source mailing list is also notified in recruitment for indicated positions

Long Term Recruitment Initiatives **for the Period August 1, 2019 to July 31, 2020**

Please note that this report includes descriptions of the long-term initiatives completed for the period ending July 31,2020, to demonstrate compliance with the initiative requirements of the FCC's rules.

Educational Television Network/ Educational Radio Network (hereafter referred to as ETV/ERN) is served by a Human Resources office and recruiting unit located in the central headquarters in Columbia. Managers in the regional radio and television stations, all of which have less than five employees, are involved in recruitment/employment activities for their individual stations and where appropriate, general recruitment efforts for the agency. The agency has undertaken the following initiatives to ensure outreach to the community and its diverse constituents:

Internship Programs

- ETV has an ongoing non-paid internship program for students at Universities and Colleges in the state and provides community service opportunities to local high school students. Seven students participated during the reporting period.
- ETV has a paid endowment internship each summer; five college students participated during this reporting period in television or radio departments.

Agency Training to Management Level Personnel on methods of ensuring EEO and Preventing Discrimination

- Due to COVID-19 an online Harassment training was provided in March and due by April 1,2020. 36 managers and 127 employees completed the training.
- On November 7,2019, training was provided to managers. Topics included, Guidelines for supervisors, Mindful management and Leading with empathy. 32 managers attended the workshop.

Participation in Events/Job Fairs

- ETV participated in three job fairs, two held at the University of South Carolina, one geared towards engineering students and the other for all majors. The third was with South Carolina state agencies career expo which supported the public. Three staff members from ETV attended to provide insight on what we do as well as provided information on career/internship opportunities within ETV.

Participation in community events such as career days, workshops and similar activities

- ETV routinely provides shadowing opportunities for interested grade school students. We had three local students participate.
- ETV partnered with a local school and implemented the lunch buddy program for grade school students. School guidance counselors matched SCETV employees with a under privileged student to serve as a positive role model. Each employee committed to supporting their mentee for an entire school year and checked in with their mentees over one lunch period on a weekly basis. Five employees participated.
- Staff represented ETV at seven Career Day/Mentor events throughout the state.

- **‘Meet the Helpers’**

On Saturday, October 26, dozens of children attended SCETV’s “Meet the Helpers” Community Engagement Fair at the agency’s Telecommunications Center in Columbia. Intended to showcase the community helpers that are available for support in times of crisis, this family-friendly event included demonstrations from community partners, presentations from select agencies, promotional giveaways and appearances by SCETV’s Smart Cat and Clifford the Big Red Dog.

This event was supported by a community engagement grant received by SCETV to promote the nationwide “Meet the Helpers” initiative. Created by WUCF in Florida, “Meet the Helpers” is a public media initiative designed to introduce children and their families to community helpers and promote emergency preparedness. One of the primary goals is to provide a positive interaction between participants and our community helpers and promote various public safety careers and resources for early learners.

- **ETV Day at the S.C. State Fair**

SCETV participated in the S.C. State Fair on Tuesday, October 15 as a part of the fair’s “Kindergarten Day” promotion. The SCETV team worked through the night on Monday, October 14 to prepare our booth station and assemble the set for “Making it Grow,” which was televised live from the fair on October 15.

From 10 a.m. to 9 p.m., SCETV had more than 30 staff volunteers’ man our four station booths – Digital, Education, Radio and TV. Throughout the day, they interacted with guests, distributed SCETV-branded items and discussed current and upcoming projects with viewers and listeners.

Always a hit, some of our characters were also present to engage with children. From 10 a.m. – 2:30 p.m., fairgoers could interact with Smart Cat, Clifford, and Word Girl.

- **‘Xavier Riddle and the Secret Museum’ Premiere Event**

Last fall, SCETV was selected as a promo tour site for the new PBS Kids Series, “Xavier Riddle and the Secret Museum.” Co-Creator and illustrator Chris Eliopoulos were in Columbia on November 7 as part of a week-long promotional tour leading up to the series debut on November 11. SCETV’s Education team worked closely with First Steps, EdVenture and the ETV Endowment to plan activities for the day.

Based on the children's book series "Ordinary People Change the World" by New York Times bestselling author Brad Meltzer and illustrator Christopher Eliopoulos, "Xavier Riddle and the Secret Museum" introduces kids to inspiring historical figures and the character virtues that helped them succeed.

- **'Country Music'**

In September, in conjunction with the premiere of Ken Burns' "Country Music" documentary series, SCETV held a country music songwriting contest for students, a songwriting workshop and multiple film screening events.

The largest of the events was a country music celebration that occurred September 10, featuring food and beverage trucks, as well as local entertainment.

Following the film screening, which took place outdoors on the campus of SCETV's headquarters, attendees were invited inside for the taping of a one-hour program. Featuring South Carolina singer-songwriter Patrick Davis and fellow musicians, the program, entitled "Carolina Country with Patrick Davis & Friends" gave each artist an opportunity to perform a few songs and explain the background and personal stories behind the songs' lyrics.

Other activities that further the goal of increasing ETV and job awareness

- ETV distributes job listings to approximately 52 diverse local and national organizations/websites and an additional two persons via traditional mail and email.
- ETV's central headquarters in Columbia gave 12 tours of the facility to various groups, which also included students from area schools, state and county agencies, churches, and community groups. Approximately 159 people to include students, community leaders and senior citizens visited ETV during these tours.
- ETV annually reports minority-hiring statistics to the South Carolina State Human Affairs Commission, and as such, has an Affirmative Action Plan and goals for minority recruitment.
- ETV, in accordance with FCC and State Human Affairs Commission requirements, maintains reportable data on employment activities.
- This past year, SCETV embarked upon the design and implementation of a comprehensive workforce development plan to assist with career awareness, career exploration, and career preparation for K12 students. The plan includes the creation of resources designed to support a successful transition into post-secondary opportunities and the 21st century global workplace. A new series, *Let's Go CAREERS*, promotes the virtual exploration of jobs in a variety of career clusters. Initial content highlights occupations in Manufacturing, Public Safety, and Transportation, Distribution, & Logistics. The team also produced an hour-long panel discussion devoted to college and career readiness under the *Carolina Classrooms* umbrella. Further, the team curated existing career education resources and lesson plans for teachers into a centralized location at <https://www.scetv.org/stories/education/2020/190-career-education-profiles-explore>. All career education resources are being completed collaboratively in partnership with the SC Department of Education, the SC Commission on Higher Education, and SC Commerce. Additional information about the agency's workforce development efforts is available at <https://www.scetv.org/workforce-development>.

- Covered positions are posted on the State of SC Agency Website to which ETV's home page is linked.
- ETV advertised a request for community groups to become members of its job opening distribution list and identified the agency as an Equal Opportunity Employer on its television stations 407 times during the period of August 1, 2019 through July 31, 2020. ETV also runs Radio spots daily 365 which define the organization as an equal opportunity employer and request community groups to become members of its job opening distribution list.

Recruitment

Recruitment Type Abbreviation

College Recruitment --Coll
SC Department of Employment and Workforce --DEW
Field Recruitment --Field
High School Recruitment --HS
Internal Posting --IP
Newspaper Advertisement News--NAN
Other --Other
Other State Agency --OSA
Other Web Site OWS --(List of Referral Organizations on Site)
Radio Advertisement-- Radio
Recommended by State Employee-- Emp
SC Broadcasters Association --SCBA
SC ETV Web Site --ETVWS
State Web Site --SCSWS
SC ETV Endowment-End
Tech School Recruitment --Tech
Television Advertisement --TV
Trade Journal Advertisement --Journ
Univ. of South Carolina --USC
Unsolicited Application --Unsol

***Job Referral Sources Who Receive Email and/or Mail Job Postings, or Have Jobs Entered on Their Sites from ETV**

Aiken Technical College
One Stop Career Center
P.O. Drawer 696
Aiken, SC 29802-0696
Bus: (803) 593-9231 ext. 1293
[E-mail: placement@atc.edu](mailto:placement@atc.edu)

Anderson University
316 Boulevard
Anderson, SC 29621
Bus: (864) 231-2075
[Handshake: careerdevelopment@anderson.edu](mailto:careerdevelopment@anderson.edu)

Army Community Service
Bus: (803) 751-5452
[E-mail: Barbara.Martin@us.army.mil](mailto:Barbara.Martin@us.army.mil)

Benedict College
1600 Harden Street
Columbia, SC 29204
Bus: (803) 806-3212
[E-mail: johnsons@benedict.edu](mailto:johnsons@benedict.edu)

Charleston Southern University
Career Planning & Student Employment
P.O. Box 118087
Charleston, SC 29423-8087
Bus: (843) 863-8020
[Handshake: thecareercenter@csuniv.edu](mailto:thecareercenter@csuniv.edu)

Clafin University
Carolyn R. Snell, Director of Career Development
700 College Avenue
Orangeburg, SC 29115
Bus: (803) 535-5338
[E-mail: csnell@clafin.edu](mailto:csnell@clafin.edu)

Howard Jackson, Coordinator of Special Programs

Bus: (803) 535-5631

E-mail: howard.jackson@claflin.edu

Coker College

Director of Campus Life

College Avenue

Hartsville, SC 29550

Bus: (843) 383-8035

E-mail: jnere@coker.edu

College of Charleston

Office of Career Services

66 George Street

Charleston, SC 29424

Bus: (843) 953-5674

E-mail:

careercenter@cofc.edu

College of Charleston

Graduate School

66 George Street

Randolph Hall 310

Charleston, SC 29424

Bus: (843) 953-5614

E-mail: gradstud@cofc.edu

Columbia International University

P.O. Box 3122

Columbia, SC 29230

Bus: (803) 735-8343 ext. 3076

E-mail: sbryant@ciu.edu

Columbia College

Nigel Smith

Director of Career

Services

nsmith@columbiasc.edu

u

(803) 786-3604

Columbia Urban League

P.O. Box 50125

Columbia, SC 29250

Bus: (803) 799-8150

E-mail: cmcdonald@columbiaurbanleague.org

Converse College
580 East Main Street
Spartanburg, SC 29302
Bus: (864) 596-9027
[E-mail: careerservices@converse.edu](mailto:careerservices@converse.edu)

Erskine College
1 Depot Street
Due West, SC 29639
Bus: (864) 379-8793/(864)379-8725
E-mail: payne@erskine.edu

Newberry College
2100 College Street
Newberry, SC 29108
Bus: (803) 321-5149
E-mail: Mariah.gaughan@newberry.edu

Francis Marion University
P.O. Box 100547
Florence, SC 29501
Bus: (843) 661-1676
[E-mail: jsmith@fmarion.edu](mailto:jsmith@fmarion.edu)

Furman University
3300 Poinsett Hwy.
Greenville, SC 29613
Bus: (864) 294-2106
[Handshake: career.services@furman.edu](mailto:career.services@furman.edu)

Greater Columbia Community Relations Council
P.O. Box 1360
Columbia, SC 29202
Bus: (803) 733-1130
E-mail: crsupport1@comrelations.org

Greater Public
Organization
[aleitch@greaterpublic.o](mailto:aleitch@greaterpublic.org)
[rg](#)

Horry-Georgetown Technical College
2050 Hwy. 501 E.
Conway, SC 29526
Bus: (843) 349-7813
E-mail: careerresourcescenter@hgtc.edu

KPLC TV
Veronica Bilbo
[E-mail: vbilbo@kplctv.com](mailto:vbilbo@kplctv.com)

Lander University
320 Stanley Avenue
Greenwood, SC 29649
Bus: (864) 388-8243
[E-mail: asmorgan@lander.edu](mailto:asmorgan@lander.edu)

Midlands Technical College
PO Box 2408
Columbia, SC 29202
E-mail: walkerd@midlandstech.edu

Morris College Career Services Center
Box 1072, 100 West College Street Brawley-Starks Building,
Rooms 209-210
Sumter, SC 29150
Bus: (803) 934-3191 or (803) 934-3192
[E-mail: jclayton@morris.edu](mailto:jclayton@morris.edu)

National Educational Television Association (NETA)
P.O. Box 500008
Columbia, SC 29250
Bus: (803) 799-5517
E-mail: jfisher@netaonline.org

National Association of Black Colleges
P.O. Box 3191
Atlanta, GA 30302
Bus: (404) 532-6136
[E-mail: lojelks@aol.com](mailto:lojelks@aol.com)

National Association of Hispanic Journalists
[E-mail: kolivas@nahj.org](mailto:kolivas@nahj.org)

North Greenville University
2100 College Street
Tigerville, SC29688
Bus: (864) 977-7137
E-mail: shur.gopal@ngu.edu

Northeastern Technical College
Career Center
P.O. Drawer 1007
Ingram Hall, Building 300
Cheraw, SC 29520
E-mail: lpeterkin@netc.edu

Orangeburg Calhoun Technical College
3250 St. Matthews Road
Orangeburg, SC 29118-8299
Bus: (803) 536-1373
E-mail: wrc@octech.edu

Piedmont Technical College
P.O. Box 1467
Greenwood, SC 29648
E-mail: rosenbaum.d@ptc.edu
Bus: (864) 941-8377

Presbyterian College
503 South Broad Street
Clinton, SC 29325
Bus: (864) 833-8380
E-mail: aalong@mail.presby.edu

Public Media Business
Association
E-mail:
swood@pmbaonline.org

SC Dept of Employment & Workforce
P.O. Box 567
700 Taylor Street
Columbia, SC 29202
jguyton@dew.sc.gov

SC Broadcasters Association
One Harbison Way Suite 112
Columbia, SC 29210
Bus: (803) 732-1186
[E-mail: scba@scba.net](mailto:scba@scba.net)

SC Human Affairs Commission
2611 Forest Drive, Suite 200
Columbia, SC 29204
Bus: (803) 737-7809
[E-mail: lgdean@schac.sc.us](mailto:lgdean@schac.sc.us)

SC Legislative Black Caucus
207 Soloman Blatt Building
Columbia, SC 29211
[E-mail: director@sclbc.com](mailto:director@sclbc.com)

South Asian Journalists Association
[E-mail: saja@columbia.edu](mailto:saja@columbia.edu)

South Carolina ETV (website and internal postings)
1041 George Rogers Boulevard
Columbia, SC 29201-4761
Bus: (803) 737-3200
www.scetv.org

South Carolina State University
Career Services
601 MLK Jr. Avenue
Post Office Box 7068 Orangeburg, SC 29117
Bus: (803) 536-7033
[E-mail: careercenter@scsu.edu](mailto:careercenter@scsu.edu)

Southern Wesleyan University
Central, SC 29630
Bus: (864) 644-5133
[E-mail: epate@swu.edu](mailto:epate@swu.edu)

Spartanburg Community College
P.O. Box 4386
Spartanburg, SC 29305
Bus: (864)592-4800

State of South Carolina Job Web Site
(Job listing from all SC state agencies)
www.state.sc.us/jobs

WLOX
Wilma Peters
E-mail: wpeters@wlox.com

Tri-County Technical College
P.O. Box 587
Highway 76
Pendleton, SC 29670
Bus: (864) 646-1577
E-mail: bwiley@tctc.edu

USC Career Center
6th Floor, Close Building
Columbia, SC 29208
Bus: (803) 777-7994
[Handshake: june@sc.edu](mailto:june@sc.edu)

USC – Salkahatchie
P.O. Box 617
Allendale, SC 29810
Bus: (803) 584-3446 ext. 116
E-mail: pattyw@gwm.sc.edu

WNSC-TV
P.O. Box 11766
Rock Hill, SC 29731
Bus: (803) 324-3184

WRET-TV
P.O. Box 4069
Spartanburg, SC 29305-4069
Bus: (864) 503-9371

WRJA-TV
18 N. Harvin Street
Sumter, SC 29150
Bus: (803) 773-5546

York Technical College
452 South Anderson Road
Rock Hill, SC 29730
Bus: (803) 327-8052
E-mail: cimino@yorktech.edu

Williamsburg Technical College
Kingstree, SC 29556
Bus: (843) 355-4162
E-mail: lynchn@wiltech.edu

Wofford College
429 North Church Street
Spartanburg, SC 29303-3663
E-mail:
parkerrm@wofford.edu

WALB
Don Norman
E-mail: don.norman@walb.com

****Two Private Citizens receive mailed postings

****This list was reviewed in spring 2020 to review individuals and groups who had requested receipt of postings and their continued interest and contact methodology.