

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, 2015 through July 31, 2016

Agency Title: ETV Agency Code H67

<u>Title</u>	<u>Date Posted</u>	<u>Date Hired</u>	<u>Recruitment Sources for Interviewees* Source for Hire</u>	<u>Total Interviewed</u>
Radio Producer	07/23/2015	09/08/2015	ETVWS (1) SCSWS (1) Other (1) Hire (Other)	3
Web/Member Services Coordinator	07/10/2015	09/17/2015	ETVWS (1) Other (2) Hire (Other)	3
Audience Information Manager	08/19/2015	09/23/2015	ETVWS (1) SCSWS (2) Other (1) Hire (Other)	4
Lower State Underwriting Sales Representative	05/01/2015	12/02/2015	SCSWS (1), OWS (1) SCBA (1) Other (4) Hire (Other)	7
IT/TowerNet Security Manager	11/05/2015	01/02/2016	SCSWS (1) Internal (1) Hire (SCSWS)	2
Multimedia Producer	09/17/2015	01/02/2016	ETVWS (1) SCSWS (3) OWS (1) Internal (3) Hire (Internal)	8
IT/TowerNet Security Specialist	11/05/2015	01/17/2016	Internal (1) Hire (Internal)	1
Director of Administrative Services	11/05/2015	01/19/2016	SCSWS (3) Other (1) Hire (SCSWS)	4
Advanced Producer/Director	08/20/2015	02/08/2016	ETVWS (1) SCSWS (1) OWS (1) Other (1) Hire (OWS)	4
Reporter	01/28/2016	02/23/2016	DEW (1) SCSWS (2) SCBA (1) Other (2) Hire (SCBA)	6
Production Assistant	1/28/2016	02/23/2016	DEW (1) ETVWS (1) SCSWS (1) Media (1) Internal (1) Other (1) Hire (Other)	6
Production Assistant	01/28/2016	02/23/2016	DEW (1) ETVWS (1) SCSWS (1) Media (1) Internal (1) Other (1) Hire (Other)	6
Charleston Multimedia Reporter	12/18/15	03/15/2016	DEW (1) SCSWS (3) Internal (1) Other (4) Hire (Other)	9
TV Engineering Techn III	07/27/2015	03/17/2016	DEW (1) SCSWS (2) Other (3) Hire (SCSWS)	6
Director of Finance and Procurement	03/03/2016	04/18/2016	SCSWS (2) Other (2) Hire (Other)	4
Radio Producer	02/26/2016	04/14/2016	DEW (2) OWS (1) Hire (Other)	3
Field Engineer	02/12/2016	5/2/2016	OWS (1) SCBA (1) Internal (1) Other (2) Hire (Internal)	5
Field Engineer	02/12/2016	5/2/2016	ETVWS (1) SCSWS (2) Other (4) Hire (ETVWS)	7
Administrative Assistant		5/2/2016	DEW (1) SCSWS (3) Other (1) Hire (DEW)	4
Multimedia Specialist/Talent	02/24/2016	5/23/2016	DEW (1) SCSWS (3) OWS (2) Internal (2) Other (2) Hire (Other)	10
Multimedia Specialist	01/22/2016	5/23/2016	ETVWS (1) SCSWS (2) Other (3) Hire (Other)	6
Digital Media Analyst/Content Specialist	04/21/2016	6/21/2016	Internal (1) Other (2) Hire (Internal)	3

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

RECRUITMENT SUMMARY FOR THOSE INTERVIEWED FOR POSITIONS FILLED (Cont'd)

August 01, 2015 through July 31, 2016

Agency Title: ETV Agency Code H67

<u>Title</u>	<u>Date Posted</u>	<u>Date Hired</u>	<u>Recruitment Sources for Interviewees* Source for Hire</u>	<u>Total Interviewed</u>
IT Consultant I	04/22/2016	07/18/2016	SCSWS (3) Other (1) Hire (SCSWS)	4
Charleston Underwriting Sales Representative	02/16/2016	07/18/2016	OWS (2) Other (4) Hire (Other)	6

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, 2015 to July 31, 2016

Please note that this report includes descriptions of the long-term initiatives completed for the period ending July 31, 2016, in order 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 as a whole. 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 of Universities and Colleges in the state and provides community service opportunities to local high school students. Eleven students participated during the reporting period.
- ETV has a paid endowment internship each summer; seven 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**

- In May, 2016 and June, 2016, employees with direct supervisory responsibility were provided a Diversity Training Program. All agency supervisors attended the Diversity workshop.

### **Participation in Events/Job Fairs**

- ETV participated in two University of South Carolina Job Fairs on September 22, 2015 and on January 27, 2016.

### **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.
- Staff represented ETV at five Career Day/Mentor events throughout the state.
- Aimee Crouch participated in the DLI (Diversity Leaders Initiative), a project of Furman University, in the Spring Midlands class. She worked with a diverse team of DLI participants to create a public service project in the Midlands community that explores diversity and promotes team work. ETV has sent six employees to participate in the initiative, and is part of its Diversity Recruitment Consortium.

- Ken DeBerry consulted with a Midlands middle school on the use of their broadcast technology equipment; held the position as President of the curriculum committee for the TV and Film Production courses at Lexington/Richland 5's Center for Advanced Technical Studies during the 2015-16 school year; and judged for statewide Skills USA TV and radio production competition in Greenville in April, 2016.

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

- ETV distributes job listings to approximately 45 diverse local and national organizations/websites and an additional two persons via traditional mail and email.
- ETV gave 28 tours of ETV facilities to various groups, which also included students from area schools, state and county agencies, churches and community groups. Approximately 360 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.
- ETV K-12 Career Education resources have been created to enhance the career guidance and counseling efforts in grades K-12. The resources are provided to assist with career awareness, career exploration, and career preparation of students with the objective of facilitating a successful transition into post-secondary opportunities and the 21st century global workplace. The videos have been culled and vetted by SDE, and revamped to be mobile accessible.

The resources are located on [Knowitall.org](http://Knowitall.org) and within [ETV's StreamlineSC](#).

- 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 210 times during the period of August 1, 2015 through July 31, 2016. 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 College  
316 Boulevard  
Anderson, SC 29621  
Bus: (864) 231-2075  
E-mail: [bhanley@ac.edu](mailto:bhanley@ac.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  
E-mail: [cpse@csuniv.edu](mailto:cpse@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@clafin.edu](mailto:howard.jackson@clafin.edu)

Coker College  
Director of Campus Life  
College Avenue  
Hartsville, SC 29550  
Bus: (843) 383-8035  
E-mail: [jnere@coker.edu](mailto:jnere@coker.edu)

College of Charleston  
Graduate School  
66 George Street  
Randolph Hall 310  
Charleston, SC 29424  
Bus: (843) 953-5614  
E-mail: [gradstud@cofc.edu](mailto:gradstud@cofc.edu)

Columbia International University  
P.O. Box 3122  
Columbia, SC 29230  
Bus: (803) 735-8343 ext. 3076  
E-mail: [sbryant@ciu.edu](mailto:sbryant@ciu.edu)

Columbia Urban League  
P.O. Box 50125  
Columbia, SC 29250  
Bus: (803) 799-8150  
E-mail: [cmcdonald@columbiaurbanleague.org](mailto: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](mailto:payne@erskine.edu)

Newberry College  
2100 College Street  
Newberry, SC 29108  
Bus: (803) 321-5149  
E-mail: [Mariah.gaughan@newberry.edu](mailto: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  
E-mail: [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: [crcsupport1@comrelations.org](mailto:crcsupport1@comrelations.org)

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

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 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 College  
2100 College Street  
Tigerville, SC29688  
Bus: (864) 977-7137  
E-mail: [lahagin@ngc.edu](mailto:lahagin@ngc.edu)

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

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

Piedmont Technical College  
P.O. Box 1467  
Greenwood, SC 29648  
E-mail: [rosenbaum.d@ptc.edu](mailto: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](mailto:aalong@mail.presby.edu)

SC Dept of Employment & Workforce  
P.O. Box 567  
700 Taylor Street  
Columbia, SC 29202  
[jguyton@dew.sc.gov](mailto: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](http://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: [jcarter@swu.edu](mailto:jcarter@swu.edu)

Spartanburg Technical College  
P.O. Box 4386  
Spartanburg, SC 29305  
Bus: (864) 591-3820  
E-mail: [mckinzie@stcsc.edu](mailto:mckinzie@stcsc.edu)

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

WLOX  
Wilma Peters  
E-mail: [wpeters@wlox.com](mailto: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](mailto:bwiley@tctc.edu)

USC Career Center  
6th Floor, Close Building  
Columbia, SC 29208  
Bus: (803) 777-7994  
E-mail: [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](mailto: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: [bdarby@yorktech.edu](mailto:bdarby@yorktech.edu)

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

Wofford College  
429 North Church Street  
Spartanburg, SC 29303-3663  
Bus: (864) 597-4260  
E-mail: [vippermanks@wofford.edu](mailto:vippermanks@wofford.edu)

WALB  
Don Norman  
E-mail: [don.norman@walb.com](mailto:don.norman@walb.com)

College of Charleston  
Office of Career Services  
66 George Street  
Charleston, SC 29424  
Bus: (843) 953-5674  
E-mail: [careercenter@cofc.edu](mailto:careercenter@cofc.edu)

Midlands Technical College  
PO Box 2408  
Columbia, SC 29202  
E-mail: [walkerd@midlandstech.edu](mailto:walkerd@midlandstech.edu)

\*\*\*\*Two Private Citizens receive mailed postings

\*\*\*\*This list was reviewed in winter 2014 to review individuals and groups who had requested receipt of postings and their continued interest and contact methodology.