

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, 2020, through July 31, 2021

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 Interview</u>
Instructional Technology Specialist	4/22/2020	8/3/2020	OWS (1); Other (3); [Hire = Other]	4
Human Resources Manager II	7/2/2020	8/3/2020	ETVWS (2); OWS (3); Other (1) [Hire = OWS]	6
Broadcast Traffic Specialist	5/22/2020	9/2/2020	OWS (2); ETVWS (1); Media (2); Other (4) [Hire = Media]	9
Administrative Assistant	9/11/2020	10/19/2020	OWS (1); Job Fair (1); Other (2); [Hire = Other]	4
Production Manager II	9/27/2020	11/17/2020	OWS (2); ETVWS (1); [Hire = IP]	3
Production Manager II	9/27/2020	11/17/2020	OWS (2); ETVWS (1); [Hire = IP]	3
Administrative Coordinator II	12/11/2020	3/2/2021	OWS (4); [Hire = OWS]	4
Communications Technician	12/28/2020	3/22/2021	OWS (5); Other (4); [Hire = Other]	9
Production Manager I	1/21/21	4/19/2021	OWS (3); ETVWS (2); DEW (1) [Hire = ETVWS]	6
FTS Manager I	1/4/2021	5/3/2021	ETVWS (2) Other (1); OWS (1); [Hire = Other]	4
FTS Manager I	1/4/2021	5/3/2021	ETVWS (2) Other (2); [Hire = ETVWS]	4
Program Coordinator II	3/3/2021	5/3/2021	OWS (2); Media (1) Other (1) [Hire = Other]	4

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, 2020, to July 31, 2021

Please note that this report includes descriptions of the long-term initiatives completed for the period ending July 31,2021, 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. In an effort to adhere to the state's COVID-19 response policies and to ensure the health and safety of all SCETV employees and potential visitors we did not have any students to participate 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**

- Due to COVID-19 an online Harassment training was provided in March and due by April 2,2021. 39 managers and 111 employees completed the training.
- On July 7,2021, SCETV President along with four members of his executive team participated in a virtual training. Topic of discussion: Interpersonal Awareness.
- On July 13,2021, training was provided to SCETV managers. Topics included Leading from the Middle. 39 managers attended the virtual training.

Participation in Events/Job Fairs

- ETV participated in two job fairs. One was held virtually on May 4, 2021 and hosted by the State Government Office of Human Resources. Staff also participated in Operation Palmetto Employment on June 24, 2021 which was geared towards veterans. Two 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. The agency's tour activities were suspended to adhere to the state's COVID-19 response policies and to ensure the health and safety of all SCETV employees and potential visitors.
- Staff represented ETV at six virtual Career Day/Mentor events throughout the state.

Community Events and Workshops

- **Backpack Drive – August 2020**
South Carolina ETV served as a partner in 3 backpack drives in Richland County as part of a back-to-school initiative with Richland County Recreation Commission. Through these efforts, approximately 600 families received free resources from the station including books, puzzles, Smart Cat workbooks, and other learning materials. Materials were included for parents/caregivers and students. This was a drive-through experience for families due to the pandemic.
- **Book and Food Drive – Family Resource Center, York County – February 2021**
On February 17, SCETV partnered with the Family Resource Center in York County to host a book and food drive. This initiative provided books to nearly 100 families. Included with the books was a 32-pound box of food and a "Family Kit," which included multicultural crayons, paint, QR codes to audio books, and much more. The drive-through event was held in honor of a fallen York County student who yearned for children in her community to have access to more diverse books.

- Ready to Learn Workshops – December/January 2021**
 Ready to Learn is a CPB grant-funded initiative that facilitates engagement activities for young learners and their families. Through acquisition of a Ready to Learn grant, SCETV hosted workshops over December 2020 and January 2021. Workshops took place virtually and in person. Activities were focused on STEM and literacy. Participants were from across the state including Williamsburg and Richland counties.
- Columbia International Festival – April 2021**
 The SCETV team participated in the Columbia International Festival April 2-3, 2021. This festival showcases the music, culture, food, and performing arts of the various cultures, nationalities, races, and language groups represented in South Carolina. There were nearly 22,000 people in attendance, even amidst the pandemic. SCETV hosted a booth and distributed free resources to support bilingual and ESL learners.
- Downing of a Flag Community Engagement Events – July 2021**
 SCETV is proud to have produced and present nationally a documentary on the downing of the Confederate Battle Flag in South Carolina in 2015. Through the presentation of this two-hour documentary, the station hosted 4 community screenings and engagement events. The events were held in Charleston, Columbia, Florence, and Spartanburg. Total attendance among the four events was approximately 500 persons. The events included robust discussion among panelists and audience members around race, history, and diversity.

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 2 tours of the facility. In an effort to adhere to the state's COVID-19 response policies and to ensure the health and safety of all SCETV employees and potential visitors the agency's tour activities were suspended. Normally, SCETV would provide several tours to various groups which includes students from area schools, state and county agencies, churches, and community groups. In an effort to adhere to the state's COVID-19 response policies and to ensure the health and safety of all SCETV employees and potential visitors the agency's tour activities were suspended.
- ETV's upstate headquarters gave 20 one on one tours to USC upstate personnel that had never visited the studio.

- 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 continued implementation of our 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. During the reporting period, we produced a half-hour panel discussion focusing on advances in technology in the workplace, under the Carolina Classrooms umbrella. The panel featured student guests who shared their experiences identifying nontraditional career pathways and training opportunities. This episode was also included in a virtual community event highlighting South Carolina- based women at various stages in their careers.

Further the team continues to create career education resources as a part of the Let's Go CAREERS program and update the set of curated career education resources for teaching and learning located at <https://www.scetv.org/stories/2021/190-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 plan efforts is available at <https://www.scetv.org/education/services-agency-partners/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 312 times during the period of August 1, 2020, through July 31, 2021. 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)

Claflin University
Carolyn R. Snell, Director of Career Development
700 College Avenue
Orangeburg, SC 29115
Bus: (803) 535-5338
[E-mail: csnell@claflin.edu](mailto:csnell@claflin.edu)
Howard Jackson, Coordinator of Special Programs
Bus: (803) 535-5631
[E-mail: howard.jackson@claflin.edu](mailto:howard.jackson@claflin.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
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
(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: crcsupport1@comrelations.org

Greater Public
Organization
aleitch@greaterpublic.org
[g](#)

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

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

National Association of Hispanic Journalists
E-mail: 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

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.sctv.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 2021 to review individuals and groups who had requested receipt of postings and their continued interest and contact methodology.

