

EEO PUBLIC FILE REPORT

KCSM FM, SAN MATEO, CALIFORNIA

For the period commencing July 22, 2022 and ending July 31, 2023

LIST OF POSITIONS FILLED

<u>DATE OF HIRE</u>	<u>JOB TITLE</u>	<u>RECRUITMENT SOURCE</u>
10/27/2022	KCSM Underwriting Representative	SMCCCD Website
7/1/2023	Radio Station Manager	Higher Ed Jobs

RECRUITING SOURCES USED FOR ALL POSITIONS

<u>REFERRAL SOURCE</u>	<u>ADDRESS OF SOURCE</u>	<u>CONTACT PERSON AT SOURCE</u>	<u>PHONE AND E-MAIL ADDRESS OF SOURCE</u>
SMCCCD Website	3401 CSM Drive San Mateo, CA 94402	Jennie Elizalde Senior Human Resources Representative	(650) 358-6822 elizaldej@smccd.edu
KCSM Website	1700 W Hillsdale Blvd. San Mateo, CA 94402	Jennie Elizalde Senior Human Resources Representative	(650) 358-6822 elizaldej@smccd.edu
Higher Ed Jobs	www.higheredjobs.com/		
Indeed	www.indeed.com		

INTERVIEWEE REFERRAL SOURCE SUMMARY

<u>Recruitment Sources Used</u>	<u>Number of KCSM Underwriting Representative Applicants Interviewed From Each Source</u>	<u>Number of Radio Station Manager Applicants Interviewed From Each Source</u>
SMCCCD Website	1	1
Higher Ed Jobs		1

Participation in events sponsored by organizations representing groups present in the community interested in broadcasting employment:

On January 27, 2023 KCSM Staff participated in the College of San Mateo 'Back to School Block Party' which was an opportunity for current, new and prospective students to learn about more than 50 programs and services offered at the college – including broadcasting and digital media.

On April 18, 2023 and May 12, 2023 KCSM Staff gave group tours of the KCSM broadcasting facility to current and prospective students interested in broadcasting.

Establishment of an internship program designed to develop skills needed for broadcast employment:

KCSM-FM 91.1 offers a hands-on internship program for college students to learn from seasoned professional staff in a live environment in the areas of audio production, promotions, engineering, music direction, operations, program direction and voice-overs. Three interns participated in an unpaid introductory program in Fall 2022 learning to use a variety of audio equipment that include audio mixing consoles, CD players, turntables, digital recorders and digital audio workstations. In Spring 2023 the three interns progressed into an intermediate paid program where they began to work more independently, using the skill and knowledge gained in the first semester to hone their craft.

In addition, the Membership department employs students on a part-time basis. This opportunity provides students with a “behind the scenes” experience of the operation of a radio station while gaining employable skills and earning an income.

***Participation in scholarship programs directed to students who want to pursue a career in broadcasting:
The Bonnie Chastain Memorial Scholarship***

The licensee continues to administer the **Bonnie Chastain Memorial Scholarship** program. Recipients of the scholarship are women concentrating on full-time study in the digital media division, who intend to pursue a career in broadcasting and who have need for financial support. (Ms. Chastain was a graduate of the CSM class of 1972.) One scholarship was awarded during the Spring 2023 semester.

Also offered is the **Marlene V. Carder-Jobaris Scholarship** to students with financial needs at CSM who are enrolled in career tracks in Broadcasting and Electronic Media or who are working towards the AS-T in Film, TV and Electronic Media.

Establishment of training programs designed to enable employees to acquire skills to qualify for higher-level positions:

“The College District recognizes that the quality of its educational offerings and services is enhanced by the professional growth and development of its employees. The Classified Staff Development Program is intended to provide opportunities to attend classes and workshops that will promote outstanding District departments, program and services, while fostering the creativity, personal growth and advancement of our employees. Through our staff development opportunities, we hope to create a positive climate of open communication, mutual respect and appreciation for the advantages of a diverse community.” The District offers both conference reimbursement and tuition reimbursement for all of the KCSM full (and part) time staff. In addition, all of the full time KCSM staff are encouraged to attend and are budgeted for at least one educational opportunity each year. KCSM management identifies areas for training for each employee to increase the employees’ skill level to prepare them for growth in the station and at the colleges in the district.

Providing training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination:

The Station Manager participates in monthly Managers’ Forum meetings, sponsored by the San Mateo County Community College District Human Resources Department, that provide education and training on a variety of human resources issues and topics, including equal opportunity, racial discrimination, sex discrimination, and sexual orientation discrimination. Throughout the year there were also several online seminars and presentations about these issues in the context of Educational Equity during this reporting period. These are made available to the staff and management on a regular basis.