

## **2018 ANNUAL EEO PUBLIC FILE REPORT**

**Licensee: Humboldt State University**

**Period Covered by this Report: August 1, 2017 through July 31, 2018**

### **Call signs of stations comprising the reporting Station Employment Unit:**

**KHSU(FM) - Arcata, CA**

**KHSR(FM) - Crescent City, CA**

**KHSF(FM) - Ferndale, CA**

**KHSG(FM) - Garberville, CA**

**KHSQ (FM) - Trinidad, CA**

**KHSM (FM) - McKinleyville, CA (licensed to HSU Advancement Foundation)**

### **I. Full-time vacancies filled during period**

No fulltime vacancies filled

One fulltime staff person promoted from Operations Coordinator to Operations Manager

One part time staff person promoted to full time Operations Coordinator

### **II. Recruitment or referral sources ("Source") used to seek candidates for each vacancy:**

Recruitment for the KHSU's last fulltime vacancy (2017) was coordinated by the Humboldt State University Office of Human Resources. The university used Jobelephant.com Inc., an advertising agency specializing in recruitment advertising, to place the recruitment notices for this position. Recruitment notices for this position were sent to the following sources by Jobelephant.com Inc via their website: Jobelephant.com.

National Veterans Foundation nvf.org

Inside Higher Ed InsideHigherEd.com

Greater Public GreaterPublic.org

Chronicle of Higher Education ChronicleVitae.com

Craigslist humboldt.craigslist.org

HigherEdJobs HigherEdJobs.com

California State Employment Service CalJobs.ca.gov

National Association of Black Journalists nabj.org

Chronicle of Philanthropy Philanthropy.com

National Hispanic Media Coalition NHMC.org

The Corporation for Public Broadcasting cpb.org

CURRENT Newspaper current.org

A recruitment notice was also placed by KHSU staff on the station's website: KHSU.org.

Additional recruitment notices were distributed on campus from the Humboldt State University Office of Human Resources, 1 Harpst Street, Arcata California 707-826-3626

### **III. Recruitment source for last full time person hired:**

The Corporation for Public Broadcasting

### **IV. Total number of interviewees for all full-time vacancies filled during period per source:**

Vacancy: none

Number of Persons Interviewed: none

Recruitment Sources for Persons Interviewed on last full time vacancy filled (2017):

The Corporation for Public Broadcasting

HigherEdJobs

Humboldt State University Office of Human Resources

Word of mouth

Current newspaper

### **V. Outreach initiatives during the period in accordance with FCC Rule 73.2080(c)(2)**

Humboldt State University's Station Employment Unit has less than ten employees and operates in a small market. As such, the Unit is required to complete at least two employment outreach initiatives within a two year time period.

During the August 1, 2017 – July 31, 2018 reporting period, the Unit engaged in the following five outreach initiatives:

**1) Internship Program.** The stations have an **Internship Program** with Humboldt State University. This ongoing semester-long program is an established college course called "The KHSU Experience". Students are given different responsibilities in such areas as news reporting, editing, production, and program hosting, as well as to assist with pledge drives, fund-raising, marketing and special events. Students also do research and provide administrative support. Two interns worked at the stations during this reporting period.

Interns are individuals who are willing to commit to a significant amount of time over a defined period to volunteer their services to the stations in exchange for on-the-job training, experience in radio and academic credit.

**2) Other programs designed to promote outreach generally.** Similar to the **Internship Program**, the stations also have an ongoing **Volunteer Program**. Volunteers are individuals who donate their time and services to the stations in exchange for on-the-job training and experience, or to help the stations fulfill their mission. Training provided to volunteers gives them the skills needed to perform numerous jobs at the stations, including on-air announcing, producing, news

gathering, fundraising, marketing and public relations. Volunteer commitments are both ongoing and occasional. Volunteers are not paid.

More than 100 volunteers worked at the stations during this reporting period.

**3) Training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.** The stations regularly provide training and continuing education opportunities for its employees, and will also send employees to conferences and training sessions to help improve and increase their skills, improve their job performance and/or prepare them for higher level positions. Employees are encouraged to participate in these professional development activities to learn new skills that make it possible for them to do their job better, grow in their position and/or acquire skills that prepare them for higher level positions within the organization and the radio industry.

During this reporting period, employees participated in conferences, seminars, webinars and training sessions. Station employees took training courses assigned by the Humboldt State University Department of Human Resources and CSU policy. Staff also participated in numerous webinars and conference calls on topics as varied as website creation, digital analytics metrics, writing, radio programming, fundraising and revenue opportunities, non-profit management, radio programming trends and changes, audio and recording techniques, NPR new programs, audience analysis, and EEO in recruitment and employee relations.

**4) Mentoring program.** The stations offer an in-house mentoring program for station personnel. Employees wishing to learn the skills that qualify them for higher level positions within the organization inform their supervisor of their interest in being mentored for a particular position. The supervisor then tries to team the employee with an appropriate mentor to facilitate this training.

**5) EEO training.** Humboldt State University, the licensee of the stations, has a commitment to EEO. The university provides training regarding methods to ensure equal employment opportunity and prevention of discrimination, including a training course entitled "Avoiding Unconscious Bias in the Hiring Process". All members of search committees for university vacancies are required to take this training.