

2023 Annual EEO Public File Report

Period covered by this report: April 1, 2022 through March 31, 2023

**I. Full time vacancies filled during reporting period:
KACV-TV General Manager**

II. Each position's recruitment and referral sources used to seek candidates for this vacancy:

KACV-TV General Manager

Position was posted on Amarillo College web site www.actx.edu/hr/employment. Position was posted on Workable.com which automatically publishes on up to 16 boards. These include: Indeed, LinkedIn, Monster, Google, Trovit, recruit.net, Jobjob, Adzuna, NLX, Careerjet, Jooble, Resumelibrary.com, Live Career, Jobcase, Zip Recruiter and workable.

Six candidates were interviewed by a committee of 4. The committee included KACV CEO, Amarillo College Director of Media, Amarillo College Vice President of Student Affairs and Amarillo College Badger Central Business Manager.

III. Total number of persons interviewed for full-time vacancies filled during period: 6

IV. Amarillo College's Recruiter met with the hiring manager for an intake conversation where the manager assisted in providing information regarding other discipline and/or industry outlets for the Recruiter to publish our job ads. Job posting links were shareable to personal and professional social media outlets.

Amarillo College Recruiter
Human Resources
806-371-5254

V. Job Outreach/Recruitment/Training Activities During Period:

A. During the reporting period, KACV-TV Membership and Development Coordinator and Production Manager conducted in-person student tours of the broadcast facilities, emphasizing the different areas of activity and the possibility of jobs in media. These included:

1. Canyon Intermediate Gifted & Talented Tour 02-16-2023
2. Tucumcari Middle School Tour 03-28-2023

B. Training Programs: Amarillo College's Media, Arts and Communication Department students worked and continues to work annually with KACV-TV to meet educational and outreach needs. The station is an integral part of Amarillo College's educational program. The Production Director and Technical Operations Specialist of the station

station assisted students in learning to use the broadcast studio including cameras, audio equipment, switchers and other controls. From helping students record “The AC Update,” a 3-5 minute single anchor newscast, to assisting with “The AC Report,” a complete half-hour newscast, KACV-TV is instrumental in providing students with hands-on experience and expert guidance as they explore broadcast and video careers. Our Introduction to Video class meets in the studio for part of each semester, thanks to this partnership. The station also provides students with screenings of relevant programming and the chance to build their resumes by assisting with various programs and events. This pairing of an academic program and a working TV station gives students real-world experience and supplements the learning that takes place in the classroom. These programs are managed by the station’s Production Manager.

- C. **Scholarship Program:** During the reporting period due to Covid, KACV-TV awarded four students with a total of \$1,000 in scholarships through the Sobieski fund of the Amarillo College Foundation. The funds are usually awarded annually by KACV-TV to Matney Mass Media program students.

- D. **Student Interns:** KACV-TV hosted three high school student interns as indicated:
 - 1. Two interns from AmTech High School 9-01-21 - 5-31-22
 - 2. One intern from AmTech High School 8-30-22 - 5-31-23These students reported to the Membership and Development Coordinator.

- E. **College Student Workers:** KACV-TV employed three part-time college student workers during this reporting period. They reported to the Production Manager.

- F. **Media Education:** KACV-TV did not host an Amarillo College Kids Camp in 2022.

- G. **EEO Training: All station Staff Required Training – these online classes are required for all staff through Amarillo College:**
 - Working Well with Everyone: 01. What is Diversity?
 - Working Well with Everyone: 02. The Diversity Continuum
 - Working Well with Everyone: 03. The Mistake of Stereotyping
 - Working Well with Everyone: 04. The Power of Inclusion
 - Working Well with Everyone: 05. Diversity = Greatness
 - AC TITLE IX TRAINING PART 1,2,3,4
 - Supervisor Annual Training**
 - Americans with Disabilities Act for Managers
 - Anti-Harassment for Managers

- H. **Texas Public Media Virtual Summit:** April 14, 2022. All KACT-TV employees attended a virtual media summit online by Texas Public Media. Topics included, Diversity, Equity and Inclusion, What’s Ahead for Public Media, Content

Collaboration, Engagement Innovation, Social Media Strategy and Audience at the Center of our work discussions.

I. Participation in Executive Director Leadership Circle, Amarillo Area Foundation

CEO participated in first Wednesday of the month, except December (Virtual meetings in 2022-2023) meetings with unaffiliated non-profit executives addressing broadcast opportunities, collaborations and job opportunities.