

EEO Public Inspection Report

Outreach Initiatives June 1, 2022 – May 30, 2023

1. Specify First Initiative:

Continued to work with students through a hybrid internship program designed to assist students from Howard University and other colleges and high school students to acquire skills needed for broadcast employment.

Describe activities undertaken to fulfill that initiative:

- a. WHUT provides training opportunities and supportive activities for students to enhance their knowledge of the broadcasting industry, and to broaden career aspirations. Participation is open to all students with special emphasis on the following schools:

**Howard University Cathy Hughes School Of Communications CHSOC**

**STUDENT– Professional Development Conversations/Trainings/Etc.**

8/25/22	One--on-one conversation with (2) HU students regarding role of Production Manager and various aspects of video production
9/13/22	WHUT’s Director of Content spoke to 75 Howard students interested in television about careers in media and how to navigate the industry.
9/16/22	(2) video production students participated as camera operators with WHUT crew for Opening Convocation video record and livestream at Cramton Auditorium
9/24/22	(2) video production students participated with WHUT production crew members to cover a local music and political festival NEXFEST for a segment within the WHUT produced ARTICO – Arts in Your Community program.
10/2/22	WHUT Broadcast tech led 2-hour training with (8) student NewsVision class members on best practices for video audio recording in the field.
11/10/22	Institute of the Black World Video Record & Livestream – (2) students assisted WHUT with camera operations receiving instruction from WHUT crew.

- 11/22 -11/29 WHUT Director of Engineering and (2) WHUT Techs provided video production instruction and support to (8-10) NewsVision student class participants. Instruction included hands-on demonstrations and best practices to enable the students to fully provide all aspects of video production services required for them to completed for-air 1-hour news program as their Fall semester final project.
- 1/19/23 WHUT Director of Engineering and Crew Chief provided 2 hr. DSLR video production best practices to (8) NewsVision student class members.
- 3/4/23 Charter Day video record and livestream – (2) students assisted WHUT with camera operations receiving instruction from WHUT crew.
- 3/21-4/25/23 For (5) consecutive Tuesday afternoons, WHUT Director of Engineering and (1-3) WHUT Techs provided video production instruction and best practices to (6-8) NewsVision student class participants. Instruction included hands-on demonstrations and best practices to enable the students to fully provide all aspects of video production services required for them to complete a for-air 1-hour news program as their spring semester final project.
- 3/23/23 (2) CHSOC students participated as student moderators for HBCU First Look national program launch panel discussion held at the WHUT studios.
- 5/26/23 (1) student intern participated with WHUT production team to capture musical performance footage of saxophonist TC & Company for upcoming ARTICO and DMVB programs.

Howard University School of Engineering

- 10/11/23 WHUT hosted a session with 30 students from the Howard University School of Engineering to discuss fellowship and career opportunities associated with the new NextGen TV broadcast standard. The General Manager shared employment and career opportunities with those who were present.

**SPOTLIGHT – Student Video Production Organization sponsored by WHUT.**

*E-Board consists of (10) student positions who are guided by WHUT Director of Engineering and a Professor from the School of Communications. The following is a list of the activities they participated in this year: total organizational membership 75-100 members.*

- 8/14/22 to 5/15/22 Weekly video production support for weekly record and livestream of Rankin Chapel services; 4-6 student members participate provide video production services.
- 8/14/22 to 5/15/22 Supported Spotlight's involvement with HU Athletics. Students covered a select schedule of home games for various teams. Provided guidance and support for students as well as technical support for athletics when necessary.
- 9/27/22 to 4/25/23 Held once a month on Tuesdays from 6:30-8pm video production training on various aspects of video production from use of equipment to proper technique, etc.; average attendance per month ranges from 25-50 participants.
- 1/20/23 to o 4/21/23 Weekly Friday video production by (8-10) Spotlight members for development of the RUN IT BACK podcast produced in the WHUT studio C.

**Boy and Girls Club of Greater Washington GameChangers initiative.**

- 4/25/23 – 5/4/23 Three teens from the Boy and Girls Club of Greater Washington GameChangers initiative participated in a 5-week/30-hour externship experience, combining transferable skill development and real-world work experience. Seven members of the WHUT management team (General Manager, Executive Director of Operations, Director of Engineering, Sr. Production Manager, Individual Giving Manager, Director of Content and Education and Outreach Manager) spoke to the teens and introduced them to careers, roles in the media and skills needed for success. This was followed by a hands-on station as well as a hands-on activity to create In-Person digital Content with our Digital Media Specialist.

### **Archbishop Carroll High School**

2/22/23 WHUT's Director of Content spoke to 30 students from the Jim Vance journalism program high school students interested in journalism and production about the industry, professionalism, and best practices for content creation.

### **Station Tours**

6/29/22 Education and outreach Manager and Executive Director of Operations and two broadcast techs conducted a station tour for Light the Way Foundation Summer Camp, for 25 youth introducing them to careers in media.

7/6/22 Education and outreach Manager and two broadcast technicians conducted a station tour for 25 children ages 3-5 from the HU Early Learning Program. Students were able to practice using the equipment and learn about the station.

2/9/23 WHUT Director of Engineering provided tour of WHUT video production studios and detailed explanation on use equipment, etc. to (6) CHSOC NewsVision class participants.

4/5/23 WHUT Sr. Production Manager provided tour of WHUT video production studios and detailed explanation of equipment and local video production efforts, etc. to (10) CHSOC scriptwriting class members.

### **Specify Second Initiative:**

Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher-level positions.

### **Describe activities undertaken to fulfill that initiative:**

WHUT, a part of Howard University, offers to Full-time members of the faculty and staff who have served a minimum of one year of continuous service are entitled to remission of tuition for not more than two (2) courses per semester offered in the applicable schools and colleges. One employee took advantage of this benefit.

- 8/15/22 Sr. Production Manager participated in 3-hour NETA sponsored – Boss A Leader professional development training.
  - 8/22-6/23 (5+) opportunities for WHUT Broadcast Tech to participate and engage with representatives from DOLBY to create a high-quality audio recording of WHUT’s locally produced DMVB program.
  - 2/16/23 Sr. Production Manager participated in NETA Next Level Leadership online training.
  - 2/22/23 Sr. Production Manager, Executive Director of Operations, Director of Content, Individual Giving Manager , General Manager and Senior Producer participated in Greater Public Audience Development Summit.
  - 4/13-4/18/23 Director of Engineering participated in NAB Conference
  - 5/16 & 18/23 (5) Broadcast Techs completed a total of 24 hours of master control training and  
5/23 & 25/23 refresher over a 4-day period; training was led by (2) techs who have the most MC experience.
  - 5/14-5/17/23 PBS Annual Meeting – General Manager, Deputy General Manager, Director of Content, Director of Engineering, Education & Outreach Manager all participated in this 3+ day national conference for public television professionals.
- 3/ 30/23-1/18/24 Executive Director of Operation attended first 3 sessions of 12 Leadership Essentials training offered by NETA

Specify Third Initiative:

Listing of each upper-level category job opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

Describe activities undertaken to fulfill that initiative:

WHUT listed vacant positions on a number of websites such as

Corporation of Public Broadcasting (CPB) Jobline  
401 Ninth Street, NW  
Washington, DC 20006  
[www.cpb.org](http://www.cpb.org)

Howard University  
400 4th St NW, Washington, DC 20059  
[www.howard.edu](http://www.howard.edu)

Indeed.com  
Indeed, Inc.  
6433 Champion Grandview Way  
Building 1  
Austin, TX 78750  
1-800-475-4361

Current Public Media Jobs  
<https://jobs.current.org/>  
4400 Massachusetts NW,  
Washington,  
Dist. Columbia 20016

LinkedIn  
Word of Mouth  
Internal Candidate/Promotion  
Internal Referral  
Website and Social Media Recruitment  
Internship

Specify Fourth Initiative:

Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Describe activities undertaken to fulfill that initiative:

New employees are required to attend the new hire orientation which includes EEO training. The EEO policy and DC laws are posted on the website of the University for Quick Reference by employees. Employees are also requested to complete an online training Harassment and Bias Prevention Training offered by CPB on an annual basis.