

EEO PUBLIC FILE REPORT

**FULL-TIME POSITIONS FILLED
IOWA PUBLIC TELEVISION, Johnston, IA
Station KDIN (TV)**

Date: October 1, 2018 to September 30, 2019

Full-Time Positions Filled

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)	Number Interviewed	Number Hired
1	Operations Assistant*	9-Apr-19	14-May-19	IPTV Internal Posting	1	1
				IPTV External Posting	0	0
				IPTV Web Site	0	0
				State of Iowa Internal Jobs Page	1	0
1	Program Planner 2 / Engagement Manager	1-Apr-19	17-Jun-19	IPTV Internal Posting	1	0
				IPTV External Posting	0	0
				IPTV Web Site	0	0
				State of Iowa Jobs Page	1	0
				Career Website (ex. Indeed, Monster, Career builder)	1	0
				Internet/Electronic Bulletin Board	0	0
				IowaJobs.org	0	0
				LinkedIn	1	0
				Social Media	0	0
				Referrals	2	1
				Internet/Electronic Bulletin Board	1	0
1	Accounting Tech 2	28-Aug-18	25-Sep-18	IPTV Internal Posting	0	0
				IPTV External Posting	0	0
				IPTV Web Site	0	0
				State of Iowa Jobs Page	4	1
				IowaJobs.org	1	0
				Referrals	0	0
				Home Base Iowa Website	1	0
				Internet/Electronic Bulletin Board	0	0

* Iowa Public Television is an entity within the State of Iowa. Certain positions which require specific knowledge of State of Iowa operations were open to State of Iowa employees. The State of Iowa recruits widely for applicants when filling positions initially.

Recruitment Sources for Full Time Vacancies
Iowa Public Television
Date October 1, 2018 to September 30, 2019

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification?
1	Internal posting - IPTV Iowa Public Television PO Box 6450 Johnston, IA 50131	Email to IPTV staff Kimberly Stoker/(515)725-9823 kimberly.stoker@iptv.org	2	
2	External posting -- IPTV Iowa Public Television PO Box 6450 Johnston, IA. 50131	Email to Everybody Group Kimberly Stoker/(515)725-9823 Humanresources@iptv.org		
3	IPTV Web site Iowa Public Television PO Box 6450 Johnston, IA 50131	www.iptv.org Kimberly Stoker/515-725-9823 email: Humanresources@iptv.org		
4	State of Iowa Jobs Page State of Iowa Dept. of Administrative Services Hoover State Office Building Des Moines, Iowa 50319	Post to NEOGOV, the system the State used to accept and process applications. Before posting, any recall applicants are identified. All NEOGOV posts are crossposted to IowaJobs.org. https://www.governmentjobs.com/careers/iowa	6	None Requested
5	Home Based Iowa Website	https://www.homebaseiowa.gov	1	None Requested
6	Social Media	IPTV Facebook page/twitter		None Requested
7	Referrals		2	None Requested
8	Internet/Electronic Bulletin Board		4	None Requested
9	Coe College	Handshake College Recruiting www.app.joinhandshake.com		None Requested
10	Cornell College	Handshake College Recruiting www.app.joinhandshake.com		None Requested
11	Dakota State University	Handshake College Recruiting www.app.joinhandshake.com		None Requested
12	Dordt University	Handshake College Recruiting www.app.joinhandshake.com		None Requested
13	Drake University	Handshake College Recruiting www.app.joinhandshake.com		None Requested
14	Grinnell College	Handshake College Recruiting www.app.joinhandshake.com		None Requested

Recruitment Sources for Full Time Vacancies
Iowa Public Television
Date October 1, 2018 to September 30, 2019

No.	Recruitment Source	Contact	Total Interviewed	Entitled to Notification?
15	Morningside College	Handshake College Recruiting www.app.joinhandshake.com		None Requested
16	Mount Mercy University	Handshake College Recruiting www.app.joinhandshake.com		None Requested
17	Northwestern College - Iowa	Handshake College Recruiting www.app.joinhandshake.com		None Requested
18	Simpson College	Handshake College Recruiting www.app.joinhandshake.com		None Requested
19	University of Iowa	Handshake College Recruiting www.app.joinhandshake.com		None Requested
20	William Penn University	Handshake College Recruiting www.app.joinhandshake.com		None Requested
21	Iowa State University	Iowa State University - CyHire		None Requested

EEO PUBLIC FILE REPORT

LONG-TERM INITIATIVES IOWA PUBLIC TELEVISION, Johnston, IA Station KDIN (TV) Des Moines, IA

October 1, 2018 – September 30, 2019

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i. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions.

IPTV Fulfillment:

Iowa Public Television staff participates in job fairs discussing careers in public broadcasting in general as well as specific job openings at the time of the job fair.

February 4, 2019 – Kimberly Stoker, Human Resource Associate, participated in the State of Iowa career fair booth at the LGBTQ Career Fair presented by OneIowa, Wellmark, and UnityPoint.

February 14, 2019 - Kimberly Stoker, Human Resource Associate, participated in the State of Iowa career fair booth at the Drake College Career Fair at the Olmsted Center. The first half of the career fair was open to just seniors with the remaining time open to all students.

February 26, 2019 – Kimberly Stoker, Human Resource Associate, participated on behalf of IPTV at Iowa State University's Greenlee School of Journalism and Communications Internship and Networking Fair.

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v. Establishment of Internship Program

IPTV Fulfillment:

Iowa Public Television has a long-standing internship program for college and university students providing students with an opportunity to learn and develop practical skills. There were nine college and university students that participated in IPTV's internship program. They worked in production, communications, and graphics. IPTV also initiated an advanced internship program designed to enhance a college student's technical skills with skills in story development, project management, producing and planning.

IPTV collaborated with University of Chicago on its summer 2019 Iowa Project by accepting two interns to help IPTV cover the Iowa caucus presidential campaigning. Interns assisted with the research, reporting and production of various public affairs projects connected to the caucuses.

IPTV's Education team hosted two Iowa science teachers as part of the Iowa STEM Council Teacher Externship program.

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vi. Participation in job banks, internet programs, and other programs designed to promote outreach general.

IPTV Fulfillment:

Iowa Public Television staff will go to schools to discuss careers in public broadcasting. IPTV offers a behind-the-scenes tour including studios, producers/directors' area, control room, scene shop, and the film library. External job openings were shared with multiple colleges and with Homebase Iowa.

Career Days

December 13, 2018 - 23 students from Lamoni High School toured the studios and met with Instructional Media Design & Development Coordinator Bryan Bauer.

March 20, 2019 - 15 girl scouts from the Girl Scouts toured IPTV's studios to learn about the many skills necessary to produce and broadcast local programming and earn their badge.

April 4, 2019 - 10 Girl Scouts toured IPTV's studios to learn about the many skills necessary to produce and broadcast local programming and earn their badge.

July 24, 2019 - Eleven members of the Iowa 4-H Junior Reporters Club spent the day at IPTV and WHO Radio. After a tour of WHO Radio's studios, the group spent the rest of the day at IPTV where they learned about planning, writing, shooting and editing feature stories with *Market to Market* staff. They also wrote and recorded IPTV's Fair 2019 promos that will air on WHO Radio.

Tours

October 19, 2018 – IPTV hosted a tour for ten international journalists and two State Department liaisons arranged by the Iowa International Center. The experience included a recording of Iowa Press and a Q&A session with journalist/moderator David Yepsen.

October 26, 2018 - 12 staff from the Iowa International Center met with Manager of Local Programming Chuck Czech to learn about Iowa Press and tour the IPTV studios.

February 5, 2019 - 25 home schooled students toured IPTV's studios to learn about the many skills necessary to produce and broadcast local programming that educates, informs, enriches and inspires Iowans.

February 18, 2019 - 15 preschool aged students toured IPTV's studios and had story time with KIDS Clubhouse Adventures host Dan Wardell.

February 26, 2019 - 15 program participants with Goodwill of Central Iowa toured IPTV's studios.

February 28, 2019 - 25 program participants with VODEC toured IPTV's studios.

March 6, 2019 - 15 fifth graders from River Wood Elementary toured IPTV's studios and learned the various aspects of television production and distribution.

May 7, 2019 - 30 home schooled students from kindergarten to 6th grade toured IPTV's studios.

May 31, 2019 - 25 young cattle producers observed the recording and production of Market to Market and received a tour of IPTV with Senior Producer Dave Miller.

June 6, 2019 - 20 kindergarteners toured the IPTV studios, including the KIDS Clubhouse Adventures set and saw behind the scenes of that program.

June 18, 2019 - 12 students from Bobcat Academy in Marshalltown toured the IPTV studios, including the KIDS Clubhouse Adventures set and saw behind the scenes of that program.

June 19, 2019 - 6 students from Alphabet Academy toured the IPTV studios, including the KIDS Clubhouse Adventures set and saw behind the scenes of that program.

June 26, 2019 - 48 students from the Sacred Heart summer program toured the IPTV studios and met with KIDS Clubhouse Adventures host Abby Brown.

July 3, 2019 - 44 students from Horizon KTC toured the IPTV studios and met with KIDS Clubhouse Adventures host Dan Wardell.

July 8, 2019 - 5 high school students with Jennifer Konfrst from Drake University toured the IPTV studios to learn about the many skills necessary to produce and broadcast local programming that educates, informs, enriches and inspires Iowans.

July 10, 2019 - 25 students from Wildcat ABC toured the IPTV studios with Engagement Manager Caryline Clark and met with KIDS Clubhouse Adventures host Dan Wardell.

July 11, 2019 - 18 students from Childserve toured the IPTV studios with Engagement Manager Caryline Clark and met with KIDS Clubhouse Adventures host Abby Brown.

July 16, 2019 - 40 students from Perry's Academic, Cultural and Enrichment Services (PACES) toured the IPTV studios with Engagement Manager Caryline Clark and met with KIDS Clubhouse Adventures host Abby Brown.

Mentorship Program

Summer 2019 – Two rural Iowa high school students participated in the high school mentorship program in 2019 at Iowa Public Television. The students observed and gained hands-on experience in all aspects of media journalism including videography, lighting/set design, video

editing, graphic design, web production and storytelling. The student shadowed and assisted IPTV personnel during the process of creating broadcast and online content.

Job Shadowing

Mark Albers was provided a job shadowing opportunity with various production staff on August 16, 2019.

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viii. Training programs designed to enable station personnel to acquire skills that could qualify them for higher level employment.

IPTV Fulfillment:

Iowa Public Television employees have the opportunity to take classes through the State of Iowa Performance and Development Solutions and other vendors with courses covering business skills, computer skills, communication and interpersonal skills, conflict management and negotiation, customer service, diversity and cultural competence, government and law, human resources, leadership development, process and organizational management, self-development, team development and supervision. Employees are also given an opportunity to attend conferences and symposiums.

Fall 2018 - Theresa Knight completed the PBS Digital Immersion project. This included six months of training on digital media production and distribution, audience development, multiplatform strategizing and data analysis.

September 2018 – March 2019 - Eden Tesfazghi received training from her supervisor in the creation and maintenance of broadcast logs for IPTV's subchannels. The training was intended to position her as a back-up to Operations Assistant personnel in IPTV's Programming Department, but resulted in Eden being hired as an Operations Assistant after another employee retired.

October 1, 2018 - Iowa Council for Social Studies attended by Bryan Bauer, Education Program Consultant.

October 25, 2018 - Josh Pronk, Accountant 2, attended Contract Administration training, presented by Iowa Department of Administrative Services, Performance and Development Solutions.

October 30, 2018 - The Science Leadership team meeting was attended by Tiffany Morgan. Education Program Consultant.

November 7, 2018 - Stacie Steveson, Utilization Specialist attended the Early Childhood PBS meeting.

November 20, 2018 - Matthew Kray, Accounting Tech 2, attended Introduction to State Procurement, presented by Iowa Department of Administrative Services, Performance and Development Solutions.

November 30, 2018 - Michelle Wendel, Director of Administration; Stephanie Bernard, Business Office Manager; and Kaylynn Short, Accountant 3; attended Contract Administration training presented by Iowa Department of Administrative Services, Performance and Development Solutions.

January 23, 2019 - Ken Harrison, Director of Education Services and Mekca Wallace-Spurgin, Utilization Specialist attended NETA.

February 21, 2019- ICEC Summit attended by Tiffany Morgan, Education Program Consultant.

March - May, 2019 - All IPTV employees took the annual Preventing Sexual Harassment training offered by the Iowa Department of Administrative Services as an online class.

March 9, 2019 - Iowa Family Child Care Association's seminar attended by Stacie Steveson, Utilization Specialist.

March 28, 2019 - Tiffany Morgan Education Program Consultant participated in the Missouri, Iowa, Nebraska and Kansas (MINK) webinar series.

April 4, 2019 - PBS TechCon was attended by Mekca Wallace-Spurgin, Utilization Specialist.

April 6, 2019 - Abby Brown, Utilization Specialist, presented at the Week of the Young Child Family Event & Professional Development.

April 10-12, 2019 - Executive Producer Andrew Batt participated in the 2020 Campaign Journalism Conference at the University of Chicago. Conference sessions and speakers offered expert analysis on the current media landscape, as well as preparation for and tools to deliver forward-looking, responsive coverage in the coming election cycle.

April 18, 2019 - Susan Ramsey, Director of Communications; Bo Dodge, Producer/Director; Alisa Dodge, Creative Director; Phong Duong, Graphic Artist; and Joe Bustad, Graphic Artist; attended a PBS Regional Brand Re-Fresh Training. This marketing and promotions in-person training focused on brand standards, platform, voice, implementing new assets and more.

April 24, 2019 - Tiffany Morgan, Education Program Consultant, attended the PBS Children's Media & Education Station Leadership Committee meeting.

April 24, 2019 - Bryan Bauer, Education Program Consultant, participated in the Iowa History Advisory Council.

April 26, 2019 - Iowa Academy of Science Annual Meeting was attended by Tiffany Morgan, Education Program Consultant.

April 30, 2019- Ken Harrison, Director of Education Services, and Angela Hiatt, Utilization Specialist, attended the Iowa STEM Summit.

May 29, 2019 - Ken Harrison, Director of Education Services; Trista Peitzman, Executive Officer 2; Justin Beaupre, Director of Programming and Production; and Chuck Czech, Local Programing Manager, attended the PBS Annual Conference.

June 17, 2019 – All staff at IPTV were invited to attend a session on Personal Safety and Situational Awareness, hosted by IPTV and presented by Michael Ferjak, “I Know A Guy” Training & Consulting, LLC.

June 21, 2019 - Joe Bustad, Graphic Artist; Tonya Weber, Communications Manager; Taylor Shore, Digital Content Manager; Stephanie Bernard, Business Office Manager; Kaylynn Short, Accountant 3; Ken Harrison, Director of Education Services; Tiffany Morgan, Instructional Media Designer; Josh Buettner, Production Technician; John Torpy, Producer/Director; and Andrea Coyle, Producer/Director; attended a PBS YoPRO professional development workshop in Kansas City. YoPro is an initiative within PBS that aims to connect, develop, support and empower professionals, develop leaders at all levels and offer opportunities, resources and networking for professionals at each stage of their career.

June 27-28, 2019 - Chuck Czech and Justin Beaupre were invited to attend the AFI Docs 2019 Forum in Washington, D.C. which workshopped ideas for enhanced local storytelling and improved connections for local filmmakers.

July 23, 2019 - Iowa STEM Externships Forum was attended by Bryan Bauer and Tiffany Morgan, Education Program Consultants.

September 28, 2019 - Day of the Child Multicultural Festival was attended by Trista Peitzman, Executive Officer 2.

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

IPTV Fulfillment:

Iowa Public Television supervisors take classes, webinars and attend conferences relevant to diversity and equal opportunity employment.

Fall 2018 - Chuck Czech attended the monthly West Des Moines Community Equity Conversation, which focused on the development of intercultural awareness to help strengthen the community commitment in promoting diversity and developing a culture of inclusion.

October 9, 2018 – IPTV staff took part in a PBS webinar that focused on programming about people with disabilities; IPTV’s Justin Beaupre was one of the main presenters and described to other stations across the country how IPTV is addressing issues surrounding disabilities by including people with disabilities in its programming.

November 1, 2018 - Matthew McPike, Programming & Operations Manager, attended e-Learning training on Equal Employment Opportunity/Affirmative Action/Anti-Discrimination. He also attended the Creating A Violence-Free Workplace e-Learning training.

December 11, 2018 - Matthew McPike, Programming & Operations Manager, attended Performance Evaluation training presented by Iowa Department of Administrative Services, Performance and Development Solutions.

February 6, 2019 - Matthew McPike, Programming & Operations Manager, attended “From Interview to Hire,” presented by Iowa Department of Administrative Services, Performance and Development Solutions.

May 14, 2019 - Deb Herbold and Andrea Coyle attended the Healthiest State Initiative’s 2019 annual conference in Ames, Iowa which focused on mental health in the workplace.

May 14-17, 2019 - Michelle Wendel, Director of Administration, and Kaylynn Short, Accountant 3, attended the Public Media Business Association 2019 Annual Conference which had sessions on diversity and hiring practices.

June 25, 2019 - Michelle Wendel, Director of Administration, attended the Reasonable Accommodations and Federal Contracting Summit hosted by Iowa Vocational Rehabilitation Services, the Office of Federal Contract Compliance Programs and Veteran’s Affairs.

July 17, 2019 - Michelle Wendel, Director of Administration, attended “Diversity and Inclusion: Responding to changing workforce demographics,” presented by Deloitte LLP.

July 24, 2019 - Michelle Wendel, Director of Administration, attended “Leadership Transition: From Manager to Coach,” presented by Public Media Business Association.

September 4, 2019 – Michelle Wendel, Director of Administration, attended the webinar “Diversity & Inclusion – Inclusion begins with ‘I,’” presented by the Association of Government Accountants.