

EEO Public File Report, October 2015-September 2016

SPOKANE PUBLIC RADIO

Licensee of KPBX FM, KSFC FM, KPBY FM, KTWP FM, KOMQ FM, KPBG FM, KPBW FM  
Washington  
KIBX FM, KXJO FM, KLGJ FM Idaho

EEO PUBLIC FILE –ANNUAL-REPORT  
[2015-2016]

Placed in the Public File and posted online on October 3, 2016

FCC rule 73.2080 requires this station to report the following information for all full-time employment vacancies.

**There were no job openings during the 2015-16 license year and, therefore, no recruitments took place.**

1. A list of all *full-time vacancies* filled by the station's employment unit during the preceding year, identified by job title.
2. For each such vacancy, the *recruitment source(s)* utilized to fill the vacancy (including, if applicable, organizations that specifically requested notification of job vacancies, which should be separately identified), identified by name, address, contact person and telephone number.
3. The recruitment *source that referred* the hiree for each full-time vacancy during the preceding year
4. Data reflecting the *total number of persons interviewed* for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies.
5. A list and brief *description of initiatives* undertaken to satisfy the requirement to complete four activities within a two-year period.

<b>Full-Time Vacancies Filled During Past Year: 0 - There were no job openings during the 2015-16 license year and, therefore, no recruitments took place.</b>	
<b>Job Title:</b>	<b>Date Filled:</b>
Recruitment / Referral Sources: <i>List all recruitment sources used to seek candidates, clearly indicating which source(s) referred the person hired for the position, and which source(s) referred persons interviewed for the position. Use the attached list of recruitment source.</i>	
<b>Total Applicants:</b>	<b>Total Interviewed:</b>
<i>Of those interviewed for the position, note the sources of recruitment.</i>	
<b>Source</b>	<b>Hired?</b>

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#### EEO Full Time Position Recruitment List

##### NATIONAL SOURCES

1. Association of Independents In Radio  
328 Flatbush Ave., #322  
Brooklyn, NY 11238  
[air@well.com](mailto:air@well.com)
2. Corporation For Public Broadcasting  
401 Ninth Street, NW  
Washington DC 20004-2129  
[webmaster@cpb.org](mailto:webmaster@cpb.org)
3. National Asian American Telecommunications  
Association  
145 9<sup>th</sup> Street, Suite 350  
San Francisco, CA 94103 (4/04)  
[naata@naatanet.org](mailto:naata@naatanet.org)
4. Pacific Islanders In Communications  
1221 Kapiolani Boulevard, Ste 6A-4  
Honolulu, HI 96814  
[piccom@aloha.net](mailto:piccom@aloha.net)
5. American Women In Radio and Television, Inc.  
8405 Greensboro Dr., Suite 800  
McLean, VA 22102 (4/04)  
[info@awrt.org](mailto:info@awrt.org)
6. Asian American Journalists Association  
1182 Market St, Ste 320  
San Francisco, CA 94102  
PHONE: 415-346-2051  
FAX: 415-346-6343  
[National@aaja.org](mailto:National@aaja.org)

##### LOCAL / COMMUNITY SOURCES

7. The Spokesman Review  
999 West Riverside Avenue  
Spokane WA 99201  
(509) 459-5000
  8. Spokane Public Radio Website  
Jobs/Volunteer Opportunities Page  
[www.kpbx.org](http://www.kpbx.org)
  9. Black Lens News  
[sandy@blacklensnews.com](mailto:sandy@blacklensnews.com)
  10. Spokane Woman's Club  
1428 W 9<sup>th</sup> Ave  
Spokane, WA 99204  
[bellacovamama@gmail.com](mailto:bellacovamama@gmail.com)
- Area Community Centers:**
11. East Central Community Center  
500 S. Stone  
Spokane, WA 99202  
[sellis@spokanecity.org](mailto:sellis@spokanecity.org)
  12. West Central Community Center  
1603 N. Belt  
Spokane, WA 99205  
[info@westcentralcc.org](mailto:info@westcentralcc.org)
  13. SouthWest Spokane Community Center  
310 S Spruce St.  
Spokane, WA 99201  
[lacaiya@hotmail.com](mailto:lacaiya@hotmail.com)
  14. Northeast Community Center  
4001 N. Cook  
Spokane, WA 99207  
<http://necca.myspokane.net/contact.php>

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#### **General Outreach: Community Groups and Wide Dissemination**

As job openings occur, the Spokane Public Radio Station Employment Unit provides job opening announcements to a number of regional and local community groups and industry entities which have minority or female members. These groups are indicated on the Spokane Public Radio Employment Opportunity List (see previous section).

#### **Outreach Initiatives:**

Spokane Public Radio has more than 10 full time employees. Under the FCC's EEO rules, it is responsible for engaging in at least four outreach activities in every two-year period. The activities listed here completed in 2015-2016, together with the activities scheduled for the 2016-2017 calendar year will comprise at least four activities which comply with the rules.

**(1) Internship and Volunteer Program:** Spokane Public Radio has an active internship and volunteer program. Local colleges and universities whose students participated in the program this past year include Whitworth University, Gonzaga University, North Idaho College, and Eastern Washington University. Our Volunteer Manager and other staff persons attend service learning events and job/internship fairs at local institutions. Additionally, we train and recruit interns from area high schools and the community at large and also from within our volunteer program. During the period from October 1, 2015 to September 30, 2016, we had 19 internship/community volunteer positions filled.

**Data Entry and Business Support Community Volunteers (4), Ongoing:** Under the supervision of the CFO Linda Stowe and Membership Manager Beth Severn-Johnson, these volunteers' primary responsibilities include data entry throughout the year, working on membership e-blasts, sorting mail and other special projects as assigned. These volunteers spend between 5 to 20 hours per week depending on needs of the department, with increased hours around our membership drives.

**Event Support Community Volunteers (2), Ongoing:** These volunteers act in support of event staff, primarily the Events Director Kathy Sackett and the Events Coordinator/Volunteer Manager Stephanie Ingoldby. Duties include: event data management, duties at events, and assistance at the station for live events, such as Musicfest Northwest and Bike to Work Week. These volunteers spend generally 2-3 hours a week most weeks, and as many as 15 hours a week the week of an event.

**Librarian, Community Volunteer, November 2015 through June 2016:** Supervised by Program Director Verne Windham, the librarian's duties included sorting, organizing, and maintaining the SPR classical music library, as well as maintaining the related database. This volunteer also assisted in routine archiving duties. This person spent generally 30 hours a week in this position.

**Programming Support Intern, February through May 2016: Student from Whitworth University.** This intern was supervised by Program Director Verne Windham. He recorded, produced and edited several book readings for The Bookshelf program. He also assisted our Marketing Coordinator, Janean Jorgensen, in recording testimonials for the station's annual fundraising event, The KPBX Recordings and Videos Sale. He worked 2-3 hours a week from February through May for about 42 total hours.

**Arts Administration Intern, January through May 2016, Student from Whitworth University:** Worked under the supervision of Events Coordinator/Volunteer Manager Stephanie Ingoldby and members of the marketing and events department. Duties included event coordination, answering phones and scheduling volunteers for the spring pledge drive, learning how to write press releases, record and write promos, website content management, and assisted at station outreach and fundraising events. This college student spent an average of 3-5 hours a week for about 83 total hours.

**Recordings and Video Sale Community Volunteers (4), December 2015 through February 2016:** These volunteers were the primary sorters and organizers of the donations for the annual sale, supervised directly by Events Coordinator/Volunteer Manager Stephanie Ingoldby and Events Director Kathy Sackett. One community volunteer also co-hosted an on-air showcase of rare recordings to be found at the sale. These three community volunteers spent an average 10 hours a week in the 2.5 months leading up to the event.

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**Technical/Equipment Community Volunteer (2), December 2015 through February 2016:** *These community volunteers were responsible for the repair and testing of sound equipment for the annual fundraising event, The KPBX Recordings and Video Sale. In the months leading up to the event these volunteers spent approximately 10 hours a week on repairs and testing. During the month of the event they spent as many as 30 hours a week. Additionally these volunteers were instrumental in both setting up and working at the event answering attendees' questions. These volunteers were supervised by Events Coordinator/Volunteer Manager Stephanie Ingoldby.*

**Programming Support Community Volunteer, June 2016 through September 2016:** *This community volunteer is supervised by Program Director Verne Windham. He records, produces and edits several book readings for The Bookshelf program. He spends an average of 10 hours a week.*

**Librarian & Classical Music Host, Community Volunteer, October 2015 through September 2016:** *Supervised by Program Director Verne Windham, this high school student's duties started in the music library sorting, organizing, and maintaining the SPR classical music library, as well as maintaining the related database. In June he was trained and served as our summer host of Sunday Morning Classical Music. He spent an average of 3 hours a week in this role.*

**Programming Support Community Volunteer, May through June 2016: Student from North Idaho College.** *This community volunteer was supervised by Program Director Verne Windham. He recorded, produced and edited several book readings for The Bookshelf program. He spent an average of 10 hours a week in the two month period.*

**Audio Engineer Community Volunteer, May 2016: Student from Gonzaga University.** *This music student was supervised by Program Director Verne Windham and Host Jim Tevenan. He learned and assisted with the audio engineering needs for our annual three-day Live Broadcast of Musicfest Northwest performers from our performance studio.*

The overall supervision for the internships was provided by General Manager Cary Boyce from October 1, 2015 to Sept 30, 2016.

#### **(2) Public Tours and Community Panel Participation**

Community groups are encouraged to visit the station; visits in this cycle have included youth symphony members, high school students, senior groups and college students interested in learning more about radio and technology. Staff members of SPR are also encouraged to participate in community-based discussion panels as opportunities arise.

February 17, 2016, Spokane Youth Strings (group of 25) toured the station. The youngest of the 4 orchestras of the Spokane Youth Symphony organization, conducted by Dr. John Marshall of EWU and the Spokane Symphony.

They were interested in the Performance Studio, especially since some of their siblings had previously played live on KPBX. They realized that soon they too might be playing on the radio station, and in this wonderful new hall.

May 24, 2016, Corbin Senior Center (group of 14) took a station tour and had the opportunity to talk to station staff. They were fascinated by the transformation of an historic fire station into a radio station.

#### **(3) Providing Access to Local Students**

In an effort to expose children to a variety of types of music and performing arts we distributed 1000's of free KPBX Kids' Concerts flyers in area schools. When possible we asked principals to send flyers home with students and place on bulletin boards and community calendars in the schools. Flyers are distributed in four local school districts on a quarterly basis.

#### **(4) Job Vacancy Announcements to Groups with Significant Minority and Female Membership**

Because the demographics of our area include a relatively-small percentage of minority group members, Spokane Public Radio committed itself several years ago to notifying industry and professional organizations whose membership includes minority and

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female members about all upper-level and professional job vacancies, as well as posting such information on the career web site/bulletin boards of those organizations which provide such a service. In addition to posting on the extensive job site of the Corporation for Public Broadcasting, which all candidates for public radio jobs, including minority group members and women, are likely to consult, Spokane Public Radio sends notification to the following entities (\* denotes news positions only). These entities are also present on page 2.

Association of Independents In Radio  
328 Flatbush Ave., #322  
Brooklyn, NY 11238  
[air@well.com](mailto:air@well.com)

National Asian American Telecommunications Association  
145 9<sup>th</sup> Street, Suite 350  
San Francisco, CA 94103 (4/04)  
[naata@naatanet.org](mailto:naata@naatanet.org)

Pacific Islanders In Communications  
1221 Kapiolani Boulevard, Ste 6A-4  
Honolulu, HI 96814  
[piccom@aloha.net](mailto:piccom@aloha.net)

American Women In Radio and Television, Inc.  
8405 Greensboro Dr., Suite 800  
McLean, VA 22102 (4/04)  
[info@awrt.org](mailto:info@awrt.org)

Asian American Journalists Association  
1182 Market St, Ste 320  
San Francisco, CA 94102  
PHONE: 415-346-2051  
FAX: 415-346-6343  
[National@aaja.org](mailto:National@aaja.org)

Black Lens News  
[sandy@blacklensnews.com](mailto:sandy@blacklensnews.com)

Spokane Woman's Club  
1428 W 9<sup>th</sup> Ave  
Spokane, WA 99204  
[bellacovamama@gmail.com](mailto:bellacovamama@gmail.com)

East Central Community Center  
500 S. Stone  
Spokane, WA 99202  
[sellis@spokanecity.org](mailto:sellis@spokanecity.org)

West Central Community Center  
1603 N. Belt  
Spokane, WA 99205  
[info@westcentralcc.org](mailto:info@westcentralcc.org)

South West Spokane Community Center  
310 S Spruce St.  
Spokane, WA 99201  
[lacaiya@hotmail.com](mailto:lacaiya@hotmail.com)

Northeast Community Center  
4001 N. Cook  
Spokane, WA 99207  
<http://necca.myspokane.net/contact.php>

Station management intends to keep these organizations on the Employment Opportunity List for the indefinite future. This list is reviewed and updated annually if necessary. The list does not contain the names of contact persons because several participating groups have asked Spokane Public Radio not to use a specific contact name because the contact person changes frequently at many such groups, leading to a potential source of confusion for the person sorting the mail or faxes.

#### **(5) Volunteer Program**

A Volunteer Recruitment Page is a prominent part of the Spokane Public Radio web site. The Volunteer Manager Stephanie Ingoldby, Development Assistant Neesha Schrom, and on-air staff attended various service learning and volunteer fairs throughout the year. In this cycle the following fairs were attended:

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#### (6) Job Fairs held in this period:

*October 7, 2015, Eastern Washington University's Internship and Volunteer Fair.* We recruited both volunteers and interns at this campus event.

*September 8, 2016, Gonzaga's ServiceFest,* Job, Volunteer, and Internship Fair at Gonzaga University, we talked with students about internship opportunities in marketing, literary production, and news/journalism and other volunteer opportunities.

*September 14, 2016, Whitworth University's annual Fall Job & Internship Fair,* we talked with students about internship opportunities in marketing, literary production, and news/journalism.

*September 22, 2016, Spokane Falls Community College's Fall Service-Learning Expo.* We recruited both volunteers and interns at this campus event.

*September 23, 2016, Eastern Washington University's NeighborFest,* Community Volunteer and Internship Fair at Eastern Washington University, we talked with students about internship opportunities in marketing, literary production, and news/journalism and other volunteer opportunities.

These events help build awareness of careers in broadcasting, and bring potential future employees as well as interns, to our attention, as well as building Public Radio awareness in our communities. We introduce staff to the community, and discuss station needs, as well as what we do and how we do it.