

EEO Public File Report, October 2016-September 2017

SPOKANE PUBLIC RADIO

**Licensee of KPBX FM, KSFC FM, KPBZ FM, KTWP FM, KOMQ FM, KPBG FM, KPBW FM
Washington
KIBX FM, KXJO FM, KLGGM FM Idaho**

EEO PUBLIC FILE –ANNUAL-REPORT [2016-2017]

Placed in the Public File and posted online on October 2, 2017

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

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.

**Section I
Vacancies**

There were no job openings during the 2016 -17 license year and, therefore, no recruitments took place.

Full-Time Vacancies Filled During Past Year: 0 - There were no job openings during the 2016-17 license year and, therefore, no recruitments took place.	
Job Title:	Date Filled:
Recruitment / Referral Sources: 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.	
Total Applicants:	Total Interviewed:
Of those interviewed for the position, note the sources of recruitment.	
Source	Hired?

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Section II

EEO Full Time Position Recruitment List

The Spokesman Review
Print Ads and on-line postings
Spokane and North Idaho Editions
999 West Riverside Avenue
Spokane WA 99201
(509) 459-5124

Spokane Public Radio:
On-air announcements
Website Jobs/Volunteer Opportunities Page
www.kpbx.org
Facebook - Multiple postings on social media
<https://www.facebook.com/spokanepublicradio>
Internships
<http://spokanepublicradio.org/internships>
Stephanie Ingoldby
(509)328-5729

AAPR Foundation - SCSEP
Senior Community Service Employment Program
222 W Mission #118
Spokane, WA 99201
(509)325-7712
Karen Johnson Asst. Project Manager

Association of Independents In Radio
328 Flatbush Ave., #322
Brooklyn, NY 11238
air@well.com

Corporation For Public Broadcasting
401 Ninth Street, NW
Washington DC 20004-2129
webmaster@cpb.org

Black Lens News
sandy@blacklensnews.com

National Asian American Telecommunications
Association
145 9th Street, Suite 350
San Francisco, CA 94103
naata@naatanet.org

Pacific Islanders In Communications
1221 Kapiolani Boulevard, Ste 6A-4
Honolulu, HI 96814
piccom@aloha.net

American Women In Radio and Television, Inc.
8405 Greensboro Dr., Suite 800
McLean, VA 22102
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@aja.org

Community Referrals and Recourses

Spokane Woman's Club
1428 W 9th Ave
Spokane, WA 99204
bellacovamama@gmail.com

East Central Community Center
500 S. Stone
Spokane, WA 99202
sellis@spokanecity.org

West Central Community Center
1603 N. Belt
Spokane, WA 99205
info@westcentralcc.org

South West Spokane Community Center
310 S Spruce St.
Spokane, WA 99201
lacaiya@hotmail.com

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

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Section III – Outreach Initiatives:

Based on the federal definition of full time of 30 hours a week or more Spokane Public Radio has 15 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 2016-2017, together with the activities scheduled for the 2016-2017 calendar year will comprise at least four activities which comply with the rules.

Category 1 – Job Fairs

Our Volunteer Manager and other staff persons attend service learning events and job/internship fairs at local institutions. Job Fairs participated in during this period:

January 5, 2017, Spokane Falls Community College's Winter Service Expo, We talked with students about internship opportunities in marketing, literary production, and news/journalism and other volunteer opportunities this campus event.

February 1, 2017, Gonzaga's Spring Service Fair, Job, Volunteer, and Internship Fair at Gonzaga University, We recruited both volunteers and interns at this campus event.

September 6, 2017, Gonzaga's Service Fest, 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 13, 2017, Whitworth University's annual Fall Job & Internship Fair, we talked with students about internship opportunities in marketing, literary production, and news/journalism.

September 28, 2017, Spokane Falls Community College's Community Engagement Expo, We recruited both volunteers and interns at this campus event.

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.

Category 4 - Workshops, Public Tours and Community Panel Participation

Community groups are encouraged to visit the station; visits in this cycle have included community 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.

August 23, 2017 Program Director Verne Windham served as a panelist at the Spokane Arts Media Training for Artists Forum at The MAC. Artists and arts organization administrators learned tips and suggestions as how to effectively navigate media outlets to get their event, class or exhibit covered and featured.

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Category 5 - Internship Program

We train and recruit interns from area high schools and the community at large and also from within our volunteer program. Local colleges and universities whose students participated in the program this past year include Whitworth University, Gonzaga University, Spokane Falls Community College and Eastern Washington University. Interns during this period:

Public Relations and Marketing Intern, February 2017 through May 2017: Senior from Whitworth University: Worked under the direction of Marketing Coordinator Janean Jorgensen. This intern created and edited video content for social media, updated web content, wrote press releases, assisted at special events, worked on social media strategies, updated mailing lists, event photography, and community calendar updates. This college student spent 10-12 hours a week in this position.

Public Relations, Marketing, and Events Intern, October 2016 through December 2016, Junior from Whitworth University: Worked under the direction of Events Coordinator/Volunteer Manager Stephanie Ingoldby and Web Coordinator and Development Assistant Neesha Schrom. Duties included event photography, social media posts, press releases, supporting community outreach activities, and research. This college student spent 8-10 hours a week in this position.

Programming Support Intern, May 2017 through September 2017: Graduate Student from Eastern Washington University. This intern was supervised by Program Director Verne Windham. He recorded, produced and edited several book readings for The Bookshelf program. He also worked with local authors to create content for some special seasonal episodes of the Bookshelf. He worked an average of 3-5 hours a week.

News Intern, February 2017 through May 2017: Senior from Whitworth University. She worked under the direction of Reporter and Program Director Doug Nadvornick. Duties included rewriting AP wire copy for SPR newscasts, archiving and uploading SPR news stories to the station website, contacting/interviewing news sources, and producing news and feature stories. On average the intern spent 20 hours per week on these activities.

Archive/Programming Support Intern, October 2016 through January 2017: Junior from Eastern Washington University. This music major was supervised by Program Director Verne Windham. She archived and prepared copies of locally produced shows and made CD's of our live broadcasts and forums for participants and listener copies. She worked an average of 3 hours a week.

Archivist/Historical Preservation Intern, January 2017 through June 2017: Graduate Student from Eastern Washington University. This history graduate student was supervised by Program Director Verne Windham and General Manager Cary Boyce. This graduate student worked with the State Archives in Cheney, WA, took on the project of archiving KPBX's history; first he gathered and identified all recorded material in the station; and then worked with station staff to oversee the cataloguing of the materials in preparation for digital archiving. This intern spent between 10-15 hours a week on the project.

The overall supervision for the internships was provided by GM Cary Boyce from October 1, 2016 to Sept 30, 2017.

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Category 11 – Community Events Providing Access to Local Students

SPR produces a seven family-oriented live concert series during the year, Free Kids' Concerts, which it widely publicizes in effort to expose local children to a variety of types of music, the performing arts, and careers in broadcasting. Flyers are distributed in four local school districts on a quarterly basis, and we also distribute thousands of flyers through principals in area schools elementary, middle, and high schools, requesting that they send flyers home with students and place flyers on bulletin boards and community calendars in the schools. We also offer job shadow opportunities to interested students in our region. The following job shadows took place during this period.

April 2, 2017. 2 students from Mountain View Alternative High School in Rathdrum, ID came and job shadowed Chief Engineer Jerry Olson for 2 hours. After touring the facility, observing a filing of an official notice with the FCC, they were able to witness a rehearsal and live on-air performance by the Spokane String Quartet.

July 5 & 12, 2017. A freshman film major from Tufts University came and job shadowed Host and Producer Jim Tevenan for a few hours as he recorded and produced Movies 101 for broadcast. She also spent some time learning about sound editing and program production from Program Director Verne Windham in preparation for her upcoming college radio show.

Category 12 - Job Vacancy Announcements to Groups with Significant Minority and Female Membership.

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. 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 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. These entities are present on page 2 with address and contact information.

National Asian American Telecommunications
Association

Pacific Islanders In Communications

American Women In Radio and Television, Inc.

Asian American Journalists Association

Black Lens News

Spokane Woman's Club

East Central Community Center

West Central Community Center

South West Spokane Community Center

Northeast Community Center

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Category 16 – Volunteer Program

Spokane Public Radio has an active volunteer program. A Volunteer Recruitment Page is a prominent part of the Spokane Public Radio web site. Volunteer forms are also available at station events. Additionally the Volunteer Manager Stephanie Ingoldby, Development Assistant Neesha Schrom, and on-air staff attended various service learning and volunteer fairs throughout the year.

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 and other special projects as assigned. These volunteers spend between 5 to 20 hours per week depending on needs of the department.

Event Support Community Volunteers (3), 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 The Fall Folk Festival Live Broadcast. 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 Volunteers (2) October 2016-April 2017 & July 2017-Current: Supervised by Program Director Verne Windham, the librarians' duties included sorting, organizing, and maintaining the SPR classical music library, as well as maintaining the related database. These volunteers also assisted in routine archiving duties. These community volunteers spent generally 10-15 hours a week in this position.

Programming Support Community Volunteer, October 2016 through September 2017: 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.

Community Producers:

Spokane Public Radio has twelve (12) Community Producers who create locally produced, original, program content for broadcast on both KPBX and KSFC. While each show is unique to the community producer/host(s) all shows are designed to entertain and engage our listening audience, exposing them to music, arts, and culture. Community Producers create, research, record, and produce shows ranging from movie reviews on Movies 101 to the exploration of the roots of early pop and rock on Johnson's Improbable History of Pop. This year marks the 35th Anniversary for Inland Folk with Dan Mahar, a show that originated here on KPBX and is now broadcast throughout the region.