

## 2023 ANNUAL EEO PUBLIC FILE REPORT

Bellevue College

Station: KBCS (FM-NCE), Bellevue, WA

Reporting Period: September 30, 2022- September 29, 2023

Full Time Employees Between 5 and 10

Small Market Exemption: Yes (qualifies for small market exemption based on # of employees)

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

### INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

- (1) Establish an internship program designed to assist members of the community to acquire skills needed for broadcast employment.*

KBCS is a noncommercial, educational radio station that employs a community radio programming format where volunteers of our community at-large, as well as local college and high school students, are offered the opportunity to host their own music shows or participate in our news department as broadcast journalists. The KBCS Music Director and News Director along with other staff as needed, provide all the basic and necessary training for these positions. Other departments, such as our Membership/Development department, also enlist community volunteers or student interns to work on fundraising initiatives and to participate in community marketing and promotional events by representing the station. The KBCS Operations Manager and Broadcast Engineering units enlist student or volunteer help in learning about and assisting with the technical aspects of broadcasting on an ongoing basis.

KBCS Internships include internships for both college students and high school Junior and Senior students. Some students take internship positions for college credit, others take these internship positions to earn practical experience that they can take with them once they graduate and begin looking for a new job in their chosen field. All volunteers and students are trained in broadcasting best practices, including applicable rules and regulations required by law. Our student broadcast journalists receive training in digital audio editing, best interview practices and basic reporting skills as well as training in journalistic ethics and fact checking. During this reporting period the KBCS News Director worked with six high school and college student interns in the news department and three community volunteers.

During this reporting period there were thirty-four community volunteers involved in producing and hosting music shows for broadcast. These music volunteers worked under the supervision and guidance of both the KBCS Music Director and the KBCS Operations Manager. There was one student working during the reporting period as a Music Librarian in the music department. One student intern is working under the supervision of the Operations Manager primarily on digital media and tech related projects. The KBCS station engineer mentored an area high school student who assisted him on broadcast engineering projects. There was one student intern during this period that worked in KBCS Development and Marketing. A Bellevue College student intern worked with the KBCS Music Director on a college class assignment in basic broadcasting for college credit.

During this reporting period, KBCS continued our collaboration with the Occupational & Life Skills program at Bellevue College. This collaboration provides adult students with learning challenges, an opportunity to intern at KBCS. There were two students from OLS who worked with the KBCS Music Director during this reporting period.

*(2) Hosted at least one job fair.*

The KBCS General Manager and a student intern participated in the day long *Bellevue College Networking and Job Fair* held on May 10, 2023, on the Bellevue College campus. This public job fair attracted a large number of students and job seekers looking for internships and job opportunities. The KBCS booth at the fair was extremely popular and many participants asked questions related to job openings and training opportunities at KBCS. Over forty students and community job seekers signed up for further information on internship and volunteer opportunities at KBCS during this event.

*(3) Participated in job banks, internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).*

KBCS has initiated monthly student meet and greet events at the radio station for Bellevue College students. These meetings provide students with the opportunity to tour the radio station and meet with station management staff where they can learn about open internship and learning opportunities at the station and ask questions about these positions. These events are advertised and promoted across campus in advance.

*(4) Provide training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions.*

KBCS has fostered many fruitful collaborations over the years with other community non-profit and educational organizations. The KBCS General Manager is a member of the Eastside Culture Coalition (ECC), a group of nonprofit arts and culture organization leaders representing communities located to the east and adjacent to Seattle WA. Those communities include Bellevue, Redmond, Kirkland, Issaquah, Sammamish, and Mercer Island. The ECC offers the opportunity for professionals to share experiences and best practices in promoting the arts and culture and provide a “safe space” for these leaders to collaborate, learn from each other, and share experiences. In addition to providing a better understanding of how community nonprofit radio promotions work best for other non-profits, this organization provides the opportunity to

share existing and upcoming radio job openings and answer questions about the necessary requirements and skills that potential job applicants need to possess.

KBCS works with area high school organizations, including Big Picture Schools in Bellevue, to offer internships at KBCS that are supervised by high school officials for class credit. As a department of Bellevue College, KBCS participates in colleges *Running Start* program offering ongoing college credit to high school students during their Junior and Senior years.

KBCS has fostered a longtime collaboration with the *Northwest Folklife Festival* in Seattle and *Wintergrass*, a yearly folk music festival in Bellevue. KBCS works closely with these nonprofit organizations and shares information on broadcast related opportunities when they arise.

The KBCS News Director regularly collaborates with many local and regional social justice organizations and/or alternative media nonprofits. These collaborations have led to student internships, and community volunteer opportunities in the KBCS news department and, in some instances, in co-producing news stories. Collaborations and sponsorships with community groups this year included *Converge Media*, the *Valley to Mountain Fellowship Speaker Series*, and *Seattle Town Hall*.

(5) *Provide training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination.*

KBCS is a division of Bellevue College, and through this close association with the college, all of the management level staff are offered management training courses to participate in. All management level employees are required to complete training in equal employment opportunity and discrimination prevention in four core academic training modules that include Title IX and Hazing training.

In addition, any employee wanting to serve on a hiring committee or in the hiring process must complete the following training seminars.

1. *Recruiting and Selecting Excellence Training*
2. *Excellence in the Screening Process Training*
3. *DEI Advocacy Training (Designed specifically for those managers who will serve as DEI advocates on screening committees).*

All current KBCS managers and employees have completed the Title IX and Hazing training. The KBCS News Director and the KBCS Operations Manager have completed training in DEI Advocacy training and serve periodically as DEI advocates on campus wide hiring committees.

(6) *Establish training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

Bellevue College provides continuing management training programs at no cost to all full-time employees of the college. All KBCS staff are encouraged to participate in these management training classes that are open to exempt and classified staff. When possible, work schedules are adjusted to allow employees to participate in onsite training seminars. These management training classes include the *Supervisory Excellence Core Learning Program*, *Crucial Conversations for Mastering Dialogue Workshop*, *Managing and Retaining Public Records*, *Career Development Training Programs*, and the *Developing Tomorrows Leaders Learning Program*.

## **LIST OF POSITIONS FILLED**

There were no full-time positions at KBCS filled during this reporting period.