

FCC-EEO Annual Report

Long-Term Initiatives Two Year Period: October 1, 2016 – September 30, 2018

Reporting Period: October 1, 2016 – September 30, 2017

1. *Establishment of an intern program designed to train students for a career in the broadcasting industry.*

PBS Hawaii's Creative Services Department employs college students on a part-time basis as paid interns and provides ongoing, hands-on training and mentoring in all areas of broadcast production including floor management, set construction, remote production and the operation of production equipment. The interns assist with many of the station's broadcast productions such as: An hour-long public affairs program on Thursday evenings, regular taped half-hour segments highlighting a prominent local figure and taped 1-hour musical productions of traditional Hawaiian songs in our studio and remotely. Additional work would include broadcasting our live fund drives and taping any promotional shoots. 10 part-time student technicians constitute the majority of the crew—operating cameras, audio equipment, video switcher, teleprompter, character generator, as well as floor directing and set lighting. These students are also employed on location shoots, where they learn different skills for sound and lighting, all under the guidance of highly skilled, veteran, full-time production staff. Some of them also assist the Production Coordinator with the clerical and administrative needs of the department. After graduating, some of these students have gone on to successfully pursue careers in the broadcast industry. This year we had two veterans of the production industry conduct an all-day Saturday class for the students using the studio and outside of the building to assimilate different conditions for lighting and shading. We also conducted several evening classes to have the students become more familiar with the equipment in a controlled setting.

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

PBS Hawai'i offers full-time employees the opportunity to further their education by providing the Educational Training Reimbursement program, which helps them toward their goals for future advancement. Employees may qualify for full tuition and course material reimbursement for classes in pursuit of a degree relating to their current position. Since the program was instituted, we have assisted a staffer in attaining her Masters in Human Resources and also another staffer received a second degree in IT.

Throughout the year, employees are encouraged to enroll in seminars and workshops that help to expand their skills and enhance their job performance. This year two of our broadcast engineers are attending webinars paid by the station to learn more about radio frequency fundamentals and trouble shooting.

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

Newly hired and promoted managers are required to attend Hawai'i Employers Council's "Supervisory Certificate Series" workshops. This is a series of eight classes spanning four days. Classes include: "Supervision 101," "Basic Employment Laws," "Avoiding

Sexual and Other Harassment Claims,” “Interviewing and Selection,” “Performance Appraisal I – Overview,” “Performance Appraisal II – Communicating with the Employee,” “Building Employee Performance,” and “Addressing Misconduct.” This year, our Accounting Manager, Drew Hironaga, our VP of Integrated Media, Jason Suapaia, and our VP of Advancement, Carolyn Miho, attended the Supervisory Certificate Series during the months of October, 2016 and January/February, 2017, respectively.

4. *Participation in at least four events or programs sponsored by educational institutions and organizations representing groups present in the community relating to career opportunities in broadcasting, including conventions, career days, workshops and similar activities.*

Learning Initiatives is a division of PBS Hawai‘i, which oversees and produces HIKI NŌ (Can Do), the nation’s first statewide student news network. HIKI NŌ is broadcast on PBS Hawai‘i and will start its 8th season on September 29, 2016. Participation has grown to include more than 90 public, private and charter schools throughout the state. Regardless of economic or geographic limitations, students and their teachers are provided equal access to the tools and training needed to tell their stories using today’s digital media technology.

The Director of Learning Initiatives, HIKI NŌ Managing Editor, HIKI NŌ Editor, a core-group of advanced HIKI NŌ teachers known as Hawai‘i Creative Media and industry professionals conduct workshops for teachers and students in order to equip them with the skills and knowledge to produce quality segments for broadcast. These workshops were held on the following days and locations throughout the state:

October 20, 2016

HIKI NO presentations at Schools of the Future convention. Hawaii State Convention Center in Honolulu on Oahu. Approximately 150 attendees.

November 2, 2016

HIKI NO panel on mentoring at Pacific Islanders in Communications “MediaMakers” conference at the Ala Moana Hotel in Honolulu on Oahu. Approximately 200 attendees.

March 31, 2017

PBS Hawaii tour and HIKI NO orientation teacher and students from Waianae High School in Leeward Oahu. Approximately 20 participants.

May 3, 2017

PBS Hawaii tour and HIKI NO orientation teacher and students from Maui Waena Intermediate School on Maui. Approximately 20 participants.

June 1—June 4, 2017

Oahu Media Camp Workshop at Waianae High School in Leeward Oahu.
Approximately 50 participants.

June 6—9, 2017

Kauai Media Camp Workshop at Chiefess Kamakahelei Middle School in Lihue, Kauai.
Approximately 50 participants.

June 13—16, 2017

Hilo Media Camp Workshop at Waiakea High School in Hilo Hawaii Island.
Approximately 40 participants.

June 27—30, 2017

Maui Media Camp Workshop at Maui High School in Kahului Maui. Approximately 40 participants.

August 19, 2017

HIKI NO Statewide Teachers Conference at PBS Hawaii. Teachers from Oahu, Maui, Molokai, Kauai and Hawaii Island. Approximately 85 participants.

August 22, 2017

HIKI NO presentation on “Story Premise” and “How to Shoot a Sequence” at CTE (Career Technology Education) workshop. West Oahu College in Leeward Oahu.
Approximately 40 attendees.