

FCC-EEO Annual Report for KHET and KMEB

Long-Term Initiatives Two Year Period: October 1, 2020 – September 30, 2022

Reporting Period: October 1, 2021 – September 30, 2022

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

PBS Hawaii has a training program for college students interested in broadcasting and production. The production students assist with the station's broadcast productions such as: An hour-long weekly live public affairs program on Thursday evenings, three taped 1/2-hour and one 90-minute musical productions of traditional Hawaiian songs in our studio and remotely. Also a live 90-minute town hall in-studio production discussing the future of our food. A special 9am-5pm training day for the students was held on March 16, 2022. Staffers Forest Butler, Rianne Tsutsui and Copeland Talkington shared their knowledge with student participants Mio Acenas, Tiare Chun, Brandon Cupples, Andrea Long, Selwyn Madarang, Krystal Spear and AJ Viloría. The students learned how to properly hang lights on a grid, operating the lights in aiming and cutting with barn doors, operating the studio cameras, setting up the dolly, how to make graphics, and operating the video switcher.

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

The station budgets the educational fund for employees to encourage professional development to assist staff in furthering their education within their area to qualify them for promotions. The fund reimburses employees tuition, lab fees and the cost of books for their classes. Jamaica Calaoagan, our IT Technician attended Cybersecurity Fundamentals on 10/25/2021 and the Value of IT Risk Assessments on 10/28/2022 provided online by PBS TechCon. Editor Forest Butler and Director of Stories, Todd Fink, trained on multiple programs that increased their knowledge and editing capabilities including Premiere Pro, After Effects and Photoshop. Forest Butler took online courses related to Drone use that will help with the production of local programming. Staff are allowed to take courses during the workday and courses are paid for by the station.

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

All employees are required to take and pass a Harassment Training Course annually sponsored by the Corporation for Public Broadcasting. Jody Shiroma, Vice President of Communications who is tasked with publishing our Diversity Report attended the APT Summit on March 1, 2022 on Best Practices in Diversity, Equity and Inclusion. She also attended Hawaii Business Leadership Conference on July 22, 2021 on How to Apply an Equity Lens to Your Initiatives. Karen Yamamoto, CFO, took brown bag online classes once a month on Wednesdays presented by our Human Resource attorneys that included topics such as Assessing Pay Equity, Wage & Hour Compliance and Long COVID Reasonable Accommodations.

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.

On March 24, 2022, Christina Sumida, VP of Advancement and Paul Hayashida, Production Manager, attended an in-person recruitment fair at the University of Hawaii and spoke to students about available positions at the station. The career fair gave us the opportunity to connect with soon to be graduating students and recent alumni. Students were asked to scan a QR code linking them to a contact form to share their graduation date, major, skills, experience and the positions they were interested in. Once they completed the form, they were directed to the job postings on our website.

On April 20, 2022, Chuck Parker, Vice President of Content and Christina Sumida, Vice President of Advancement, attended a Job Fair at Chaminade University campus. There were several waves of students who came through between classes and pointed their phone cameras to the QR code that Christina had set up that opened to the page it led them to. We had 10 new positions full-time positions authorized by our Board through our FY23 budget so the students were able to look at full-time and part-time positions in Content, Administration, Advancement, Engineering and Communications.

HIKI NO:

PBS Hawai'i's HIKI NŌ (Hawaiian for "Can Do") student digital storytelling initiative works with K-12 students from public, charter and private schools throughout the state in developing skills that lead to the production of PBS-quality stories. These student-produced stories are curated into a weekly, half-hour program that airs in primetime on PBS Hawai'i and online at pbshawaii.org. In addition to learning digital storytelling skills, students gain the "soft" or life skills of teamwork, collaboration, critical thinking, creative problem solving, taking responsibility and meeting deadlines. Students learn these skills through the rigorous HIKI NŌ process, in which industry professionals give constructive feedback on each draft of the students' work. By revising their stories based on their mentor's feedback, HIKI NŌ-student projects eventually meet PBS standards and are approved for air.

These skills are also learned, by students and teachers alike, in HIKI NŌ workshops. While some of these workshops are still conducted virtually over Zoom, relaxed gathering restrictions at the schools have allowed for the return of in-person workshops as well.

Workshops and training sessions were held on the following days and locations throughout the state:

February 19-20, 2022

A series of HIKI NŌ workshops was held as part of the Student Television Network Hawaii-Hub Conference at the Hilton Hawaiian Village in Waikiki:

“How to Get Quality Video and Sound with Your DSLR Camera”

Veteran producer-cameraman and HIKI NŌ Mentor Tim Bradley goes over best practices and menu settings for your DSLR camera. 50 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane

“Finding Your Story in The Topic”

Career journalist, magazine editor and HIKI NŌ Mentor Christi Young shows you how to develop a focused and compelling story from a broad topic. 50 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane

“The 3-Act Story Structure”

Veteran filmmaker and commercial director David Rosen explains the basic story structure that all films, documentaries, news features and even commercials must have in order to move an audience. 30 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane

“Montage: The Essential Element of Filmmaking”

V.P. of Learning Initiatives Robert Pennybacker uses classic film clips to illustrate the theory of Montage—the juxtaposition of two images to create a new, third image in the mind of the viewer. In the second half of the session, you’ll be able to create your own Montage. 50 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane

“Scriptwriting: From Voiceover to Sound-Bite”

Career journalist, communications professional and HIKI NŌ Mentor Terri Inefuku takes you through the process of crafting a cohesive and effective script through the use of sound-bites, voiceovers and the flow between the two. 50 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane

“Developing and Refining Your On-Camera Persona”

PBS Hawai'i President & CEO Ron Mizutani spent more than 30 years on-camera as a reporter/anchor at KHON2. Utilizing video clips, and relating experiences from his long career on-camera, Ron will give valuable advice on how to approach on-field reporting, live television, and anchoring. Ron will also show you helpful exercises you can do to improve your on-camera presence. 30 participants.

Station Personnel Present: President and CEO Ron Mizutani, V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane

"How to Shoot a Sequence"

Award-winning filmmaker and HIKI NŌ Mentor Ryan Kawamoto uses examples to show how to enrich your story and engage your audience by building effective visual sequences. 50 participants

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane

"Career Pathways in Journalism"

Professional journalist, former staff reporter at Civil Beat and HIKI NŌ Managing Editor Eleni Avendano discusses the various ways to get into a journalism career path. Eleni uses her own path as an example and presents her four top lessons of how to be good journalist and storyteller. 30 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane

April 12, 2022

At Hilo High School on Hawai'i Island, HIKI NŌ mentor David Rosen and HIKI NŌ Co-Producer/Editor Brent Keane hold an on-campus, hands-on workshop for students on the production and on-camera hosting of HIKI NŌ show host segments. 14 participants.

Station Personnel Present: HIKI NŌ Co-Producer/Editor Brent Keane.

July 11—14, 2022

HIKI NŌ Oahu Workshop

Oahu students and teachers gathered at Moanalua High School on Oahu for an intensive, 4-day, hands-on HIKI NŌ workshop. Over the 4 days they worked on projects meant to eventually air in HIKI NŌ. Through trial and error process of working on these projects, they learned basic skills in videography, sound recording, speaking on camera and in voiceover, editing, scriptwriting, and story structure. 100 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane, HIKI NŌ Assistant Editor Frances Uy, HIKI NŌ Grant Writer Lori Kaya

September 3-5, 2022

HIKI NŌ Maui Workshop

Maui students and teachers gathered at Maui High School in Kahului for an intensive, 3-day, hands-on

HIKI NŌ workshop. Over the 3 days they worked on projects meant to eventually air in HIKI NŌ. Through the trial and error process of working on these projects, they learned basic skills in videography, sound recording, speaking on camera and in voiceover, editing, scriptwriting, and story structure. 50 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker

September 10, 2022

2022 HIKI NŌ Teachers Workshop

The majority of teachers who will be participating in HIKI NŌ in the 2022/2023 school year gathered on Zoom for training in identifying what makes a successful HIKI NŌ story, the HIKI NŌ Story Criteria, the pre-interview process, and how to promote stories via social media. There were also announcements about future training opportunities and about upcoming HIKI NŌ-related events. 58 teachers attended, along with 12 staff members and mentors.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane, HIKI NŌ Assistant Grazielle Domingo, HIKI NŌ Grant Writer Lori Kaya, HIKI NŌ Assistant Editor Frances Uy.

EEO Public File Report
Hawaii Public Television Foundation
KHET TV, Honolulu, Hawaii
October 1, 2021 - September 30, 2022
Full-Time Positions Filled

FULL TIME POSITION	POSITION TITLE	DATE OPEN	DATE FILLED	RECRUITMENT SOURCES	NUMBER INTERVIEWED	NUMBER HIRED
1 FT	Director of Development	8/1/2021	10/1/2021	PBSHawaii.org Word of Mouth AFP UH Job Fair LinkedIn HANO Facebook Twitter - PBS Hawaii Hawaii Jobs on Demand	1 2 1 1	1
1 FT	Digital Content Specialist	5/2/2022	7/1/2022	PBSHawaii.org Honolulu Star Advertiser Hawaii Jobs on Demand Midweek Word of Mouth LinkedIn Facebook - PBS Hawaii Twitter - PBS Hawaii	1 1 1	1
1 FT	Web Manager	5/2/2022	6/30/2022	Hawaii Jobs on Demand PBSHawaii.org Honolulu Star Advertiser Midweek LinkedIn Facebook - PBS Hawaii Twitter - PBS Hawaii	1 1	1
1 FT	Advancement Specialist	4/1/2022	6/30/2022	Hawaii Jobs on Demand PBSHawaii.org Honolulu Star Advertiser Midweek Chaminade Career Fair LinkedIn Facebook - PBS Hawaii Twitter - PBS Hawaii	2	1
1 FT	Editor, Videographer Audio Specialist	5/2/2022	7/25/2022	Hawaii Jobs on Demand PBSHawaii.org Honolulu Star Advertiser Midweek Acadmeny of Creative Media Word of Mouth LinkedIn Facebook - PBS Hawaii Twitter - PBS Hawaii	2 3 1	1
1 FT	Producer/Writer	5/2/2022	8/16/2022	Hawaii Jobs on Demand PBSHawaii.org Honolulu Star Advertiser Midweek	1	

				Word of Mouth LinkedIn Facebook - PBS Hawaii Twitter - PBS Hawaii Word of Mouth	1	1
1 FT	Accountant	5/2/2022	9/1/2022	Hawaii Jobs on Demand PBSHawaii.org Honolulu Star Advertiser Midweek LinkedIn Facebook - PBS Hawaii Twitter - PBS Hawaii	1	1

EEO PUBLIC FILE REPORT
HAWAII PUBLIC TELEVISION FOUNDATION
KHET TV, HONOLULU, HI
OCTOBER 1, 2021 - SEPTEMBER 30, 2022
RECRUITMENT SOURCES FOR FULL-TIME VACANCIES

Recruitment Source	Contact	Total Interviewed	Total Hired	Entitled to Notification
pbshawaii.org PBS Hawaii 2350 Dole Street Honolulu, HI 96822	Karen Yamamoto 808-462-5025	4	1	no
Honolulu Star Advertiser, Midweek, Recruitology.com 500 Ala Moana Blvd., Ste. 7500 Honolulu, HI 96813	Lisa Kaukani l.kaukani@staradvertiser.com ph. (808) 529-4341			no
Hawaii Jobs	jobs.staradvertiser.com			no
Association of Fundraising Professionals	afpglobal.org/chapters/afp-hi-hawaii	2	1	no
Word-of-mouth/Referrals		4	2	no
HANO	https://hano-hawaii-jobs.careerwebsite.com			no
UH Job Fair	manoacf@hawaii.edu			no
Chaminade Career Fair	diane.yang@chaminade.edu			no
Academy of Creative Media	acm@hawaii.edu	3	1	no
Linkedin	Jody Shiroma ph. (808) 462-5026	1		no
Twitter PBS Hawaii 2350	Jody Shiroma ph. (808) 462-5026			no
Facebook PBS Hawaii	Jody Shiroma ph. (808) 462-5026	2	1	no
Hawaii Jobs on Demand hawaiijobsondemand.com	www.hawaiijobsondemand.com	4	1	no