

FCC – EEO Annual Report

For KHET and KMEB

Long-term Initiatives Two Year Period:

October 1, 2022 – September 30, 2024

Reporting Period:

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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 of musical productions of Hawaiian songs in our studio and remotely. They also assisted with 6 - 90-minute town hall in-studio production with 8-15 professionals discussing local issues. Training sessions were held on March 23, 2023 dealing with long video cable (fiber optic) coiling training, and on July 21, 2023 the students trained on remote audio. 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, Nathaniel Dominguez and Quinn Habeck.

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. Copeland Talkington and Daniel Le took courses in Unmanned Aircraft – Small Drones and were licensed by the Aviation Academy Hawaii.

October 2022—May 2023

During this time period the HIKI NŌ Student Assistant Editor, Frances Uy, received on-the-job training in the creation of HIKI NŌ Digital Premiere Stories. The training took the form of Frances creating a first draft of each Digital Premiere Story, followed by very specific feedback from the Vice President of Learning Initiatives, the HIKI NŌ Co-Producer/Editor, and the HIKI NŌ Managing Editor. Frances would make revisions based on the feedback, and the revised version would then be vetted by the same group of mentors. This would continue until a version was finally approved by the Vice President of Learning Initiatives. The reasons for the requested revisions were reviewed with Frances in order to learn best practices for creating HIKI NŌ Digital Premiere Stories. Because of diligent adherence to the this process, Frances' skills in creating these project improved immensely over the course of eight months, with fewer and fewer revisions needed. Frances was a HIKI NŌ student at Moanalua High School and is now majoring in Computer Sciences at the University of Hawaii at Manoa.

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.

Brent Keane was promoted to a supervisory position and attended Supervisory 101 that includes: Basic Employment Law, Appraising Performance, Building Employee Performance, Diversity-Equity-Inclusion, Interviewing & Selecting, Investigating and Addressing Misconduct and Preventing Workplace Harassment. The classes were held virtually for half a day each subject.

November 17, 2022

Trainers from Mental Health America Hawaii led a full-day training session on Youth Mental Health 101 with Vice President of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane, HIKI NŌ Administrative Assistant Grazielle Domingo, and HIKI NŌ Grant Writer Lori Kaya.

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 11/16/2022, Paul Hayashida - Production Manager, Rianne Tsutsui – Studio Chief, and Selwyn Madarang – Production Student Tech attended an in-person recruitment fair at Kamehameha Schools Career Air and spoke to 27 students about available positions at the station. The career fair gave us the opportunity to connect with soon to be graduating students.

University of Hawaii Spring Career Fair – March 7, 2023. PBS Hawaii participated in the career fair at the Manoa campus of the University of Hawaii. Christina Sumida – Vice President of Advancement, Paul Hayashida – Production Manager, Seann Esaki – Advancement Student represented the station. There were over 70 employers in attendance. This career fair gave us the opportunity to connect with soon to be graduating UHM students and recent alumni.

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:

Premise - The Engine that drives the story - Robert Pennybacker

Producer/writer and previous V.P. of Learning Initiatives for PBS Hawai'i showed how to use the story premise formula as a means for students to better define their HIKI NŌ stories and ensure that they stay on track. Using actual HIKI NŌ stories as examples, Robert demonstrated how a strong and clear story premise leads to powerful and effective storytelling.

28 participants

What Makes a Great Story - Brent Keane, Associate Producer, PBS Hawaii.

This breakout session explored the fundamentals of Visual Storytelling by answering the question "What Makes a Great Story?". Participants watches and critiqued stories applying The HIKI NŌ Story Criteria and discussed what elements go into creating good stories, and what can be done to turn them into great stories.

61 participants

Classic Three Point Lighting - Forest Butler and Daniel Le, PBS Hawaii Staff

The 3-point lighting session is an exciting hands-on experience designed to teach budding photographers and filmmakers the basics of effective lighting techniques. Through lighting demos and interactive sessions, students learned

how to strategically position the key light, fill light, and backlight to enhance the visual appeal of their subjects. By mastering these fundamental principles, participants gained valuable skills to elevate the quality of their creative projects and storytelling endeavors.

40 participants

Station Personnel Present at the Shoots Summit: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane, HIKI NŌ Managing Editor Eleni Avendaño, HIKI NŌ Assistant Editor Frances Uy, Videographer/Editor/Audio Specialist Forest Butler, Videographer/Editor/Audio Specialist Daniel Le

February 21, 2023

BACK TO BASICS WORKSHOP PART I

Choose your own Adventure

In this workshop, the presenters used real-time role play to pre-interview a subject, discuss several potential storylines, and identify the best one to help students conduct a focused, streamlined interview. Participants learned how a simple conversation can save the storyteller hours of excessive work, as well as how to map the rest of your story to create the perfect adventure for your viewers.

30 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane, HIKI NŌ Managing Editor, Eleni Avendaño, HIKI NŌ Administrative Assistant Grazielle Domingo, HIKI NŌ Assistant Editor Frances Uy,

March 9, 2023

BACK TO BASICS WORKSHOP PART II

Demystifying the Storytelling Process: Outlining a Profile Story for HIKI NŌ on PBS Hawai'i

The HIKI NŌ staff explored how to narrow down the best quotes from an interview transcription to create an effective audio spine of the story's skeleton: the sound-bite script. Then, how to use a 5-point storytelling outline strategy to ensure that your story flows.

22 participants.

Station Personnel Present: V.P. of Learning Initiatives Robert Pennybacker, HIKI NŌ Co-Producer/Editor Brent Keane, HIKI NŌ Managing Editor, Eleni Avendaño, HIKI NŌ Administrative Assistant Grazielle Domingo, HIKI NŌ Assistant Editor Frances Uy

August 18-20, 2023

HIKI NŌ AND HAWAI'I CREATIVE MEDIA O'AHU WORKSHOP

Student Video Storytelling

Teachers and students gathered at Wai'anae High School for a 3 day intensive workshop to learn basic skills in videography, sound recording, speaking on camera and in voiceover, editing, scriptwriting, and story structure with the goal of starting a project that may be featured by HIKI NŌ on PBS Hawai'i. Students were divided into 2 Levels: Beginner and Intermediate.

54 participants. 8 Schools, 7 Teachers, 47 Students

Station Personnel Present: Director of Learning Initiatives Brent Keane, Learning Initiative Coordinator Grazielle Domingo, HIKI NŌ Editor Andrew Gumm.

August 26-27, 2023

HIKI NŌ AND HAWAI'I CREATIVE MEDIA HILO WORKSHOP

Student Video Storytelling

Teachers and students gathered at Wāiakea High School on Hawai'i Island for a 2 day intensive workshop to learn basic skills in videography, sound recording, speaking on camera and in voiceover, editing, scriptwriting, and story structure with the goal of starting a project that may be featured by HIKI NŌ on PBS Hawai'i.

51 participants. 6 Schools, 10 Teachers, 41 Students

Station Personnel Present: Director of Learning Initiatives Brent Keane, Learning HIKI NŌ Editor Andrew Gumm.

EEO Public File Report
Hawaii Public Television Foundation
KHET TV, Honolulu, Hawaii
October 1, 2022 - September 30, 2023
Full-Time Positions Filled

FULL TIME POSITION	POSITION TITLE	DATE OPEN	DATE FILLED	RECRUITMENT SOURCES	NUMBER INTERVIEWED	NUMBER HIRED
1 FT	Digital Marketing Coordinator	8/1/2022	11/7/2022	Hawaii Jobs on Demand	1	
				PBSHawaii.org	1	1
				Honolulu Star Advertiser		
				Midweek		
				LinkedIn		
				Facebook - PBS Hawaii		
				Twitter - PBS Hawaii		
1 FT	Security Lobby Receptionist	8/31/2022	10/24/2022	PBSHawaii.org		
				Word of Mouth		
				LinkedIn		
				Facebook		
				Twitter - PBS Hawaii		
				Hawaii Jobs on Demand	1	1
1 FT	Production Coordinator	10/1/2022	11/1/2022	PBSHawaii.org		
				Hawaii Jobs on Demand		
				Word of Mouth	1	1
				LinkedIn		
				Facebook - PBS Hawaii		
				Twitter - PBS Hawaii		
1 FT	Editor, Videographer, Audio Specialist	3/1/2023	5/16/2023	Hawaii Jobs on Demand		
				PBSHawaii.org		
				Word of Mouth	1	
				Indeed	5	1
				LinkedIn		
				Facebook - PBS Hawaii		
1 FT	Technology Specialist	4/15/2023	6/2/2023	Hawaii Jobs on Demand	1	
				PBSHawaii.org	1	
				Indeed	2	1
				Word of Mouth	1	
				LinkedIn		
				Facebook - PBS Hawaii		
				Twitter - PBS Hawaii		

EEO PUBLIC FILE REPORT
HAWAII PUBLIC TELEVISION FOUNDATION
KHET TV, HONOLULU, HI
OCTOBER 1, 2022 - SEPTEMBER 30, 2023
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	2	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
Indeed		7	2	
Word-of-mouth/Referrals		3	1	no
UH Job Fair	manoacf@hawaii.edu			no
Linkedin	Jody Shiroma ph. (808) 462-5026			no
Twitter PBS Hawaii 2350	Jody Shiroma ph. (808) 462-5026			no
Facebook PBS Hawaii	Jody Shiroma ph. (808) 462-5026			no
Hawaii Jobs on Demand hawaiijobsondemand.com	www.hawaiijobsondemand.com	3	1	no