

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 Hawai'i has a training program for college students interested in broadcasting and production. The production students assist with the station's broadcast productions including, an hour-long weekly live public affairs program on Thursday evenings and three recorded, 1/2-hour musical productions of Hawaiian music in our studio and remotely. They also assist with five 90-minute town hall in-studio productions, featuring 8-15 professionals discussing local issues. Training sessions were held on the following dates. On October 5, 2023, Staffers Forest Butler and Rianne Tsutsui showed production students Jaqueline Cano, Nathaniel Dominguez, Lorelei Gladstone, Quinn Habeck, Andrea Long, and Selwyn Madarang how to setup and operate remote lighting, audio, and other production gear. On March 22, 2024, production students Jaqueline Cano, Nathaniel Dominguez, Quinn Habeck, Andrea Long, and Selwyn Madarang received training on the following: Part 1, the students are trained on different aspects of setting up a remote interview. They receive hands-on training for remote lighting and audio, ENG camera/tripod, and grip/utility. Part 2, the students participate in a Producer workshop with two of our staff producers, Anna Gomes and Mokihana Aki. Topics covered include, how to invite guest speakers, proper etiquette on interacting with guests and properly asking questions. Part 3 the students are given the opportunity to set up and execute their own interviews. Our Crew Chief/Director - Rianne Tsutsui, Editor/Videographer - Copeland Talkington, Editor/Set Designer - Forest Butler, Director of Stories - Todd Fink and our Production Coordinator - Ashley Aurellano, coordinated the training session, answered questions and assisted as needed. On August 1, 2024, staffers Copeland Talkington, Daniel Le, and Rianne Tsutsui held a training session on setting up remote lighting with production students Sage Battad, Jaqueline Cano, Quinn Habeck, Andrea Long, Paige Lum, Selwyn Madarang, and Lily Mosher. And on August 8, 2024, staffers Copeland Talkington and Daniel Le held a training session on setting up and operating remote audio with production students Jaqueline Cano, Quinn Habeck, Andrea Long, Paige Lum, and Lily Mosher.

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. Digital Content Specialist Faron Jove took courses in Unmanned Aircraft – Small Drones and

licensed by the Aviation Academy Hawai'i. Accountant Craig Matsuda attended an all-day webinar on 2/12/2024, entitled "Accounting & Internal Controls for Nonprofits."

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. The coordination of the training is supervised by Craig Matsuda and he ensures that all the students, staff and some independent contractors receive certificates prior to September 30 of each year.

The organization paid for a three-part series on Supervisory Training for all supervisory level managers that included Chuck Parker – VP of Content, Christina Sumida – VP of Advancement, Karen Yamamoto – CFO, Jody Shiroma – VP of Communications, Robert Pennybacker – VP of Business Development, John Nakahira, Chief Engineer, Brent Keane – Director of Learning Initiatives, Paul Hayashida - Production Manager and Drew Hironaga – Accounting Manager. Part 1 included Recruiting, Interviewing & Selection; Communication & Training; Attendance & Timekeeping. Part 2 included Bullying, Discrimination, Harassment & Workplace Violence. Part 3 included Conducting Investigations; Coaching; Discipline & Termination.

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.*

University of Hawai'i Fall Career Fair – October 5, 2023

PBS Hawai'i participated in the career fair at the Manoa campus of the University of Hawai'i. Christina Sumida – Vice President of Advancement, John Nakahira – Chief Engineer and Seann Esaki – Advancement Coordinator represented PBS Hawai'i. 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 NŌ: 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, helping them develop skills that lead to the production of PBS-quality stories. These student-produced stories premiere on PBS Hawai'i's digital platforms, then 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 "soft" or life skills such as teamwork, collaboration, critical thinking, creative problem-solving,

taking responsibility, and meeting deadlines. Students learn these skills through the rigorous **HIKI NŌ** process, where industry professionals provide constructive feedback on each draft of the students' work. By revising their stories based on their mentors' 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:

October 19-23, 2023

FALL CHALLENGE & WORKSHOPS

HIKI NŌ staff hosted pre-challenge and post-challenge workshops on Zoom to prepare students and share what it takes to put together a good story in five days. The pre-workshop covered finding a good story, planning for a quick turnaround, pre-production, **HIKI NŌ** judging criteria, and how to meet them, as well as avoiding common production mistakes. The post-workshop included feedback and critique on challenge submissions and advice on taking their storytelling to the next level.

Participants: 31 students from six schools

January 13-15, 2024

SHOOTS SUMMIT HAWAI'I

What Makes a Great Story? - Brent Keane & Andrew Gumm

This breakout session explored the fundamentals of visual storytelling by answering the question "What Makes a Great Story?" Participants watched and critiqued stories, applying The **HIKI NŌ** Story Criteria, and discussed what elements go into creating good stories and how to turn them into great ones.

Participants: 22 students

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

February 5-9, 2 & 16, 2024

WINTER CHALLENGE & WORKSHOPS

HIKI NŌ staff hosted pre-challenge and post-challenge workshops on Zoom to prepare students and share what it takes to put together a good story in five

days. The pre-workshop covered finding a good story, planning for a quick turnaround, pre-production, **HIKI NŌ** judging criteria, and avoiding common production mistakes. The post-workshop included feedback and critique on challenge submissions and advice on taking their storytelling to the next level.

Participants: 65 students from 17 schools

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

March 28, 2024

VIRTUAL MENTOR WORKSHOP

Exploring the structure of iconic movies, dissected successful HI **HIKI NŌ** video projects, and helped participants cultivate their own story ideas to produce for **HIKI NŌ**. This dynamic workshop covered essentials for anyone interested in filmmaking, video production, or school presentations, emphasizing the importance of understanding story structure in becoming a strong communicator and storyteller.

Participants: 51 students from 10 schools

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

April 24,25-29, 2024 - May 8th

SPRING CHALLENGE & WORKSHOPS

The pre-challenge workshop helped prepare students by covering the essentials of putting together a good story in five days. Topics included finding a good story, planning for a quick turnaround, pre-production, **HIKI NŌ** judging criteria, avoiding production pitfalls and common mistakes, and more. The post-challenge workshop provided individual feedback on submissions and guidance on how to revise them for potential airing on PBS Hawai'i.

Participants: 79 students from 22 schools

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

EEO Public File Report
Hawaii Public Television Foundation
KHET TV, Honolulu, Hawaii
October 1, 2023 - September 30, 2024
Full-Time Positions Filled

FULL TIME POSITION	POSITION TITLE	DATE OPEN	DATE FILLED	RECRUITMENT SOURCES	NUMBER INTERVIEWED	NUMBER HIRED
1 FT	Digital Designer	8/15/2023	10/25/2023	Hawaii Jobs on Demand	1	
				PBSHawaii.org	3	
				Word of Mouth	2	1
				Google	1	
				LinkedIn		
				Facebook - PBS Hawaii		
				Twitter - PBS Hawaii		
1 FT	Administrative Assistant	10/12/2023	11/15/2023	Hawaii Jobs on Demand		
				PBSHawaii.org	1	
				Indeed	1	1
				LinkedIn		
				Facebook		
				Twitter - PBS Hawaii		
1 FT	Information Technology Specialist	1/16/2024	2/12/2024	PBSHawaii.org		
				Hawaii Jobs on Demand		
				Indeed	1	1
				LinkedIn		
				Facebook - PBS Hawaii		
				Twitter - PBS Hawaii		

EEO PUBLIC FILE REPORT
HAWAII PUBLIC TELEVISION FOUNDATION
KHET TV, HONOLULU, HI
OCTOBER 1, 2023 - SEPTEMBER 30, 2024
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	0	no
Indeed	Unsolicited and unpaid source	2	2	no
Word-of-mouth/Referrals	Primarily staff	2	1	no
UH Job Fair	manoacf@hawaii.edu			no
Google	Unsolicited and unpaid source	1	0	
Linkedin	Jody Shiroma ph. (808) 462-5026	0	0	no
Twitter PBS Hawaii 2350	Jody Shiroma ph. (808) 462-5026	0	0	no
Facebook PBS Hawaii	Jody Shiroma ph. (808) 462-5026	0	0	no
Instagram PBS Hawaii	Jody Shiroma ph. (808) 462-5026	0	0	no
Hawaii Jobs on Demand hawaiijobsondemand.com	www.hawaiijobsondemand.com	1	0	no