

WyomingPBS
Equal Employment Opportunity Public File Report
For the period 6/1/2018 to 5/31/2019

WyomingPBS / KCWC-DT and KCWC-FM are services of Central Wyoming College (CWC) a public institution of higher education governed locally by the Fremont County Community College District through a board of elected trustees and as part of a state-wide system of community colleges administered by the Wyoming Community College Commission. Central Wyoming College is the licensee of KCWC-FM, KCWC-DT, KWYP-DT, KPTW-DT and associated microwave and translator systems. In the year beginning June 1, 2018 and ending May 31, 2019 Central Wyoming College filled the following employment vacancy for Wyoming PBS / KCWC-DT.

WyomingPBS / KCWC-DT
Production Specialist

Date Opened	Date Filled	Number of Applicants	Number Interviewed	Number Hired
8/15/18	11/19/18	33	5 interview by phone & of those 3 on-site interviews	1

The **Production Specialist** position was advertised with the following sources:

Source	Contact Person	Address	Telephone No.
Wind River News, Riverton Ranger, Lander Journal rangerads@wyoming.com	Cathleen Cline, Director of Advertising	421 E Main St, Riverton, WY 82501	(307)856-2244
https://www.indeed.com/			
Wyoming Dept. Of Workforce Services http://www.wyomingworkforce.org/	Judi Martinsen	422 E. Fremont Ave. Riverton, WY 82501	(307)856-9231
Central Wyoming College https://centralwyoming-careers.silkroad.com/	Scott Miller, Director of HR	2660 Peck Ave. Riverton, WY 82501	(307)855-2113
Wyoming Tribune Eagle https://www.wyomingnews.com/	Carissa Pollard	702 W. Lincoln way Cheyenne, WY 82001	(307)633-3150
Casper Star Tribune https://trib.com	Lou Cardan	P.O. Box 80 Casper, WY 82602	(307)266-0587
WyomingPBS http://www.wyomingpbs.org/jobs.php	Jennifer Amend	2660 Peck Ave. Riverton, WY 82501	(307)855-2372
National Educational Telecommunications Association http://www.netaonline.org	Maryanne Schuessler	939 S. Stadium Rd. Columbia, SC 29201	(803)799-5517
Corporation for Public Broadcasting https://www.cpb.org/jobline		401 9 th St., NW Washington, DC 20004-2129	(202)879-9600
Facebook https://www.facebook.com/WyomingPBS/	Jennifer Ammend		
Word of Mouth			

WyomingPBS / KCWC-DT
Broadcast Field Technician

Date Opened	Date Filled	Number of Applicants	Number Interviewed	Number Hired
11/1/18	3/12/19	17	4 interview by phone & of those 3 on-site interviews	1

The **Broadcast Field Technician** position was advertised with the following sources:

Source	Contact Person	Address	Telephone No.
Wind River News, Riverton Ranger, Lander Journal rangerads@wyoming.com	Cathleen Cline, Director of Advertising	421 E Main St, Riverton, WY 82501	(307)856-2244
https://www.indeed.com/			
Wyoming Dept. Of Workforce Services http://www.wyomingworkforce.org/	Judi Martinsen	422 E. Fremont Ave. Riverton, WY 82501	(307)856-9231
Central Wyoming College https://centralwyoming-careers.silkroad.com/	Scott Miller, Director of HR	2660 Peck Ave. Riverton, WY 82501	(307)855-2113
Wyoming Tribune Eagle https://www.wyomingnews.com/	Carissa Pollard	702 W. Lincoln way Cheyenne, WY 82001	(307)633-3150
Casper Star Tribune https://trib.com	Lou Cardan	P.O. Box 80 Casper, WY 82602	(307)266-0587
WyomingPBS http://www.wyomingpbs.org/jobs.php	Jennifer Amend	2660 Peck Ave. Riverton, WY 82501	(307)855-2372
NETA http://www.netaonline.org	Maryanne Schuessler	939 S. Stadium Rd. Columbia, SC 29201	(803)799-5517
CPB https://www.cpb.org/jobline		401 9 th St., NW Washington, DC 20004-2129	(202)879-9600
Rock Springs Rocket Miner https://www.rocketminer.com/	LaShay Hernandez	215 D St. Rock Spring, WY 82901	(307)633-3161
SBE (Society of Broadcast Engineers) https://www.sbe.org/sections/jobs_online.php		9102 North Meridian St., Ste 150 Indianapolis, IN 46260	(317)846-9000
Facebook https://www.facebook.com/WyomingPBS/	Jennifer Ammend		
Word of Mouth			

WyomingPBS / KCWC-DT
Administrative Assistant
Internal Job Posting

Date Opened	Date Filled	Number of Applicants	Number Interviewed	Number Hired
4/2/19	4/22/19	9 - Only one applicant was qualified	1 applicant interview on-site	1

This position was internal search only in accordance with CWC policy 7.2.3 “Search Process.”

The **Administrative Assistant** position was advertised internally with the following sources:

Source	Contact Person	Address	Telephone No.
Central Wyoming College https://centralwyoming-careers.silkroad.com/	Scott Miller, Director of HR	2660 Peck Ave. Riverton, WY 82501	(307)855-2113
Word of Mouth			

Central Wyoming College processed all applications and coordinated all interviews and hiring process according to college policies 2.0 "Non Discrimination;" 7.2.1 "Equal Employment Opportunity;" 7.2.2 "Employee Recruitment;" and 7.2.3 “Search Process.”

“It is the policy of the College to seek, employ and assign qualified personnel in all programs by nondiscriminatory means, and to assure non-discriminatory treatment throughout employment. Decisions and actions affecting employment and all other employment practices, including compensation, terms and conditions, and other privileges of employment, of the College are implemented with the purpose of securing, employees with the best skill, competencies, training, education, experience, and ability to perform the essential functions of employment without regard to protected characteristics.”

WyomingPBS / KCWC-DT and KCWC-FM
Outreach Statement

WyomingPBS and KCWC-FM as services of licensee Central Wyoming College seek to achieve broad and inclusive outreach in filling employment opportunities by:

- Advertising job openings in the local paper.
- Advertising job openings on the Wyoming Department of Workforce Services web-site
- Advertising job openings in national trade magazines appropriate to the job.
- Posting job openings on appropriate national web sites i.e. CPB, NETA, and SBE job lines.
- Posting job openings on social media sites like Facebook.
- Soliciting responses from qualified applicants by word of mouth.

Wyoming PBS / KCWC-DT and KCWC-FM
Other Equal Employment Opportunity Initiatives Undertaken Pursuant to 47 CFR § 73.2080

Central Wyoming College hosted the 2019 Fremont County Employment Expo on Tuesday, February 26, 2019. CWC did participate and all job listing for CWC were made available during the expo.

Wyoming PBS / KCWC-DT and KCWC-FM as services of Central Wyoming College share facilities with the educational divisions of the college. During the 2018-19 academic year, the College's New Media curriculum awarded \$14,000 in scholarships to students. Students are regularly employed in part-time positions which develop experience in radio and television skills. For the 2018-2019 academic year, the college employed 3 student laboratory assistants at an annual expense approaching \$15,000. Many of the entry level positions at stations KCWC-FM and KCWC-DT have been filled over the years by students who have gained experience by part-time work or internships. These students are often recommended to other broadcast facilities when opening become available.