

KUAC TV/FM
Annual EEO Public File Report
October 1, 2023 – September 30, 2024

KUAC had two full-time openings during this reporting period

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
1	Corporate Support Manager		08/19/24	University of Alaska Career Site, KUAC Website & Facebook Page, LinkedIn, Indeed, on-air announcements on KUAC FM, Corporation for Public Broadcasting	2 Source 1: University of Alaska Career Site; Source 2: LinkedIn	1 Source: LinkedIn
1	Business Office Manager		09/22/24	University of Alaska Career Site, KUAC Website & Facebook Page, LinkedIn, Indeed, on-air announcements on KUAC FM, Corporation for Public Broadcasting	2 Source 1: University of Alaska Career Site; Source 2: University of Alaska Career Site	1 Source: University of Alaska Career Site
				Total Number of Interviewees	4	2
* See Attached List of Recruitment Sources for Contact Information						

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Recruitment Sources Contacted for Full-Time Vacancies

No.	Recruitment Source	Contact	Total Interviewed	Source Has Requested Notification
1	University of Alaska Career Site careers.alaska.edu/en-us/listing	UA Human Resources Office 907-450-8200	3	No
2	KUAC Website & Facebook Page www.kuac.org	Spencer Tordoff Communications Manager 907-474-1890	0	No
3	LinkedIn linkedin.com	KUAC's Spencer Tordoff 907-474-1890 to LinkedIn Corporation 1000 W. Maude Ave, Sunnyvale, CA 94085	1	No
4	Indeed indeed.com	KUAC's Spencer Tordoff 907-474-1890 to Indeed 6433 Champion Grandview Way, Bldg. 1, Austin, TX 78750	0	No
5	Corporation for Public Broadcasting cpb.org	Corporation for Public Broadcasting 401 9th Street, NW Washington, DC 20004-2129 202-879-9600	0	No
6	On-Air Announcements on KUAC FM	KUAC 1718 Tanana Loop, Ste 202 Fairbanks, AK 99775-5620 907-474-7491	0	No

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Recruitment candidates are queried for sources during interviews and each noted multiple sources above.

Prong 3 Long-Term Recruitment Initiatives

***Because KUAC is located entirely in a small market, it is required to engage in two initiatives during each two-year period.**

No	Date	Initiative	Description	Scope of Involvement	Personnel Involved
1	Ongoing	Internships leading to recruitment	KUAC conducts annual internship programs that are designed to assist students and members of the community in obtaining skills needed for broadcast employment.	KUAC works with the University, the military installations, high schools, and other human service organizations to train individuals including students, veterans, and NPO clients in reporting, announcing, hosting, and board operations. It is our goal to then recruit interns to serve in permanent roles at KUAC or other broadcast facilities. This is an annual, ongoing activity.	Gretchen Gordon, General Manager, Aly Moehle, Business Office Manager, Lori Neufeld, Director of FM Programming & Production, Dan Bross, Lead Reporter
2	Ongoing	Training to all personnel as to the methods of ensuring equal employment opportunity and preventing discrimination.	KUAC management works directly with the University of Alaska Fairbanks' Department of Equity & Compliance in order to maintain the most up-to-date training and policies affecting employment policies and actions and ensuring equal opportunity is met by taking affirmative action.	KUAC management, full-time, part-time, and casual employees are all required to complete annual Title IX training that encompasses the following: What constitutes acceptable and unacceptable workplace behavior; How to recognize harassment and bias when they occur; and how to report and respond to violations. All Annual Training completed by Sept. 29, 2024	Gretchen Gordon, General Manager, Margo Griffith, UAF Department of Equity and Compliance, Aly Moehle, Business Office Manager

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3	Ongoing	Recruitment Outreach	<p>KUAC regularly evaluates its applicant pools and adjusts its strategies in order to gain broader diversity. The station's outreach includes advertising in local and regional papers, on various websites, in local community, service, and advocacy organizations, specialty-specific websites, LinkedIn, the Corporation for Public Broadcasting and Indeed.</p>	<p>KUAC has taken additional steps in an attempt to recruit applicants by participating in University and high school career days, making presentations to various community, service, and advocacy groups, and informing staff, volunteer leadership groups (council and board) when there are positions to disseminate information and educate members of these groups as to employment opportunities and to assist in broadcasting information throughout the communities KUAC serves.</p> <p>CAC meetings: Sept 2023, Feb 2024 KFG Meetings: Oct 2023, Jan 2024, April 2024, July 2024</p>	<p>Gretchen Gordon, General Manager, Aly Moehle, Business Office Manager, KUAC Friends Group (KFG) Board Members, KUAC Community Advisory Council (CAC)</p>
4	Ongoing	Training programs designed to enable station personnel to acquire skills that qualify them for higher-level positions	<p>KUAC, in conjunction with the University of Alaska Fairbanks, provides current employees with training opportunities, free of charge – both internally and at conferences – to gain skills that can make them more qualified for internal promotion and/or management positions either at KUAC or at another station.</p>	<p>All regular employees of the University are entitled to receive a tuition waiver for free classes as a benefit of employment. If those classes are deemed beneficial to their current or future capacity, the employee is permitted to attend during business hours. Additionally, KUAC has been able to take advantage of many virtual conferences this year that would otherwise, be too costly to attend in person. KUAC has the same comprehensive benefits package as the University of Alaska including insurance, retirement, paid leave, etc.</p> <p>Training included: PMDMC July 2024, APT Fall Marketplace Oct 2023, APTS Conference Feb 2024, NETA Conference Sept 2023 and Sept 2024, APRE Conference April 2024, ABA Conference Nov 2023, AFP International Conference April 2024, and AFP LEAD Oct 2023</p>	<p>Gretchen Gordon, General Manager, Aly Moehle, Business Office Manager, Lori Neufeld, Director of FM Programming & Production, Carolyn Hall, Director of TV Traffic & Programming, Wanda Irwin, Corporate Support Manager, Frank Chythlook, Chris Wadeson, Technical & Engineering Manager, Ashley Holloway, Donor Relations Manager, Mak Demmert, TV Producer, Caleb Souder, TV Traffic Operations/Broadcast Engineer, Emily Elterman, TV Traffic Operations/Broadcast Engineer, Spencer Tordoff, Marketing & Communications Manager, Kyle Mellen, Donor Services Coordinator</p>