

2024 ANNUAL EEO PUBLIC FILE REPORT

Bellevue College

Station: KBCS (FM-NCE), Bellevue, WA

Reporting Period: September 30, 2023- September 29, 2024

Full-Time Employees Between 5 and 10

Small Market Exemption: Yes (qualifies for small market exemption based # of employees)

The following charts provide the information FCC Rule 73.2080(c)(6) required.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives by various elements of FCC Rule 73.2080(c)(2):

- (1) Establish an internship program to assist community members in acquiring skills needed for broadcast employment.*

KBCS is a noncommercial, educational radio station that utilizes a community radio programming format where local citizen volunteers and regional college and high school students are offered the opportunity to host music shows they produce or participate in our news department as broadcast journalists. The KBCS staff provides all the basic and necessary training for these positions. Other departments, such as our Membership/Development department, enlist community volunteers or student interns to work on fundraising initiatives, promote the station's social media initiatives, and participate in community marketing and promotional events by representing the station. The KBCS Programming and Operations Manager trains and mentors interested students or volunteers to help learn about and assist with the technical aspects of broadcasting on an ongoing basis.

KBCS accepts open year-round paid and unpaid internships for college and high school junior and senior students. Some local high school and college students take internship positions for college credit; others take these positions as student workers or volunteers to learn broadcasting skills and gain practical experience that they can take with them once they graduate. All our volunteers and students are instructed in broadcasting best practices, including applicable rules and regulations required by law. Our student broadcast journalists receive training in digital audio editing, best interview practices, basic reporting skills, journalistic ethics, and fact-checking. During this reporting period, the KBCS News Director worked with one local Big Picture High School student who was working for internship credit in our news department.

During this reporting period, 32 active community volunteers were involved in producing and hosting music shows for broadcast. These music volunteers worked under the supervision and guidance of the KBCS Music Director and the KBCS Programming and Operations Manager. Three new volunteer music hosts/producers were added during this reporting period. During the reporting period, one college student began working as our Morning News Host and Board Operator in the News Department. Two other student workers are working under the supervision of the KBCS Program and Operations Manager, primarily on digital media projects, including website ADA enhancements and other tech-related projects. Two student interns worked under the direction of the KBCS Membership/Development Manager during this reporting period on KBCS Development and Marketing initiatives.

During the reporting period, KBCS continued our collaboration with the Occupational & Life Skills program at Bellevue College. This collaboration provides adult students with learning challenges with an opportunity to intern at KBCS. It includes regular group visits to the station, where the students tour the KBCS facilities and learn about internship possibilities.

(2) Hosted at least one job fair.

KBCS student workers and staff hosted the KBCS informational table during the day-long Bellevue College Networking and Job Fair, which was held on May 8th, 2024, on the Bellevue College main campus. KBCS has an ongoing sponsorship with the college for this job fair. As usual, this large public job fair attracted many students and community job seekers looking for internships and job opportunities. The KBCS booth at the job fair was a popular destination, and many participants inquired about job openings and training opportunities at KBCS. During this event, over thirty students and community job seekers signed up for further information on internships, paid work, and volunteer opportunities at KBCS.

(3) Participated in job banks, internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).

KBCS hosts periodic meet-and-greet events for Bellevue College students at the radio station. These informal meetings allow students to tour the radio station, meet with station management staff to learn about work and other learning opportunities at KBCS, and ask questions about broadcasting as a career possibility. These events are advertised and promoted across campus in advance. KBCS posts part-time and temporary job openings on the Bellevue College job opportunities page and through the Handshake job site for college work-study student opportunities—the September 21 Meet and Greet event was advertised on posters across campus.

On January 31, 2024, KBCS hosted a station tour for University of Washington-Bothell Radio Club students. The students were interested in setting up a new LPFM and sought advice from our staff. Several of the students were interested in working part-time at KBCS and were encouraged to apply through their work-study programs.

(4) Provide training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to refer job candidates for broadcast positions better.

KBCS seeks collaborations with other community non-profit and educational organizations interested in hosting or participating in new broadcast opportunities.

KBCS launched a new broadcast program on the weekends this reporting period called *Madinah in the Market*. The radio program was inspired by a podcast hosted by a local promoter and features engaging and informative interviews with food vendors and artists working at the famous Pike Place Market in Seattle. KBCS staff encouraged and worked with the promoter to convert her popular podcast into a broadcast.

KBCS collaborates with area high school organizations, including Nathan Hale High School in Seattle and Big Picture Schools in Bellevue, to offer internships at KBCS for class credit. As a self-support department of Bellevue College, KBCS participates in the college's Running Start program, which provides college credit to high school students during their junior and senior years.

KBCS has fostered a longtime collaboration with the *Northwest Folklife Festival* in Seattle and the *Wintergrass Festival*, a yearly folk music festival in Bellevue. KBCS works closely with these nonprofit organizations and collaborates on broadcast-related opportunities when they arise. KBCS also sponsors performance stages at these events.

The KBCS News Director collaborates with local and regional social justice organizations and alternative news media nonprofits. These collaborations have led to student internships and community volunteer opportunities in the KBCS news department and, in some instances, to co-producing news stories for print and broadcast. Collaborations, training opportunities, and sponsorships with community groups included *Converge Media*, the *Valley to Mountain Fellowship Speaker Series*, and *Seattle Town Hall*.

(5) *Provide training to management-level personnel on ensuring equal employment opportunities and preventing discrimination.*

KBCS is a self-support division of Bellevue College. Through this close association with the college, all the management-level staff are offered management training courses in which to participate. All management-level employees and students are required each fiscal year to complete training in equal employment opportunity and harassment and discrimination prevention in academic training modules overseen by the college workplace training coordinator.

In addition, any employee who wants to serve on a hiring committee or participate in the hiring process must complete the following training seminars.

1. *Recruiting and Selecting Excellence Training*
2. *Excellence in the Screening Process Training*
3. *DEI Advocacy Training (Explicitly designed for those managers who will serve as DEI advocates on screening committees).*

As of September 29, 2024, all current KBCS managers and employees have completed the Title IX and Hazing training. The KBCS News Director and the KBCS Operations Manager have completed training in DEI Advocacy training and serve periodically as DEI advocates on campus-wide hiring committees.

(6) *Establish training programs to enable station personnel to acquire skills that qualify them for higher-level positions.*

Bellevue College provides continuing management training programs accessible to all full-time employees. All KBCS staff are encouraged to participate in these voluntary management training classes, which are open to all exempt and classified staff. Work schedules are adjusted to allow employees to participate in onsite training seminars when possible. These management training classes include but are not limited to the *Supervisory Excellence Core Learning Program*, *Crucial Conversations for Mastering Dialogue Workshop*, *Managing and Retaining Public Records*, *Career Development Training Programs*, and the *Developing Tomorrow Leaders Learning Program*.

LIST OF POSITIONS FILLED

There were no full-time positions at KBCS filled during this reporting period.