Ball State University
Annual EEO Public File Report

March 22, 2019 – March 21, 2020

This report covers the following Indiana Stations: WIPB-TV and WBST-FM in Muncie, Indiana; WBSB-FM, Anderson, Indiana; WBSH-FM Hagerstown, Indiana; WBSJ-FM Portland, Indiana; and WBSW-FM Marion, Indiana. The report includes:

1. A list of all full-time vacancies filled by the stations during the past year (Appendix 1, first column);
2. The recruitment sources used to fill each vacancy including, if applicable, organizations that have requested and are therefore entitled to notification. We have broadcast announcements and posted a notice on our websites soliciting interest by community organizations in receiving notification of job openings. (Appendix 1, column 2);
3. The recruitment source that referred the person hired for each full-time vacancy (Appendix 1, Column 3);
4. Data reflecting the total number of persons interviewed for full-time vacancies and the number of interviewees referred by each recruitment source used in connection with vacancies (Appendix 2);
5. A list and brief description of recruitment / outreach initiatives (Appendix 3).

Note that the numbers listed in Appendix 2 under the column “Positions for Which the Source Was Utilized,” refer to the number of job positions listed in Appendix 1.

For purposes of the report, a vacancy was deemed “filled” not when the offer was extended but when the person reported to work. A person was deemed “interviewed” whether in person or over the telephone.

WBSJ has been silent since October 25, 2019. WBSJ-FM was also silent for the period between January 4, 2019 and October 23, 2019.
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WIPB-TV, WBST-FM, Muncie, IN; WBSB-FM, Anderson, IN; WBSH-FM, FM, Hagerstown, IN; WBSJ-FM Portland, Indiana; WBSW-FM, Marion, IN

APPENDIX 1. VACANCY LIST

See Appendix 2 for Master Recruitment Source List

<table>
<thead>
<tr>
<th>POS</th>
<th>Job Title</th>
<th>Recruitment Sources (RS) Used to Fill this Vacancy</th>
<th>RS Referring Hiree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WIPB-TV and Indiana Public Radio Membership and Individual Giving Manager</td>
<td>RS1, RS2, RS3, RS4, RS5, RS10, RS13, RS14, RS16, RS17, RS23, RS25, RS26, RS27, RS28</td>
<td>RS 1</td>
</tr>
<tr>
<td>2</td>
<td>WIPB-TV Master Control Operator and Program Assistant</td>
<td>RS1, RS2, RS3, RS4, RS5, RS14, RS25, RS27, RS28</td>
<td>RS 1</td>
</tr>
</tbody>
</table>

Ball State University uses the following standard online advertising package for all vacancies: America's Job Exchange, Chronicle of Higher Education, HigherEdJobs.com, Higher Education Recruitment Consortium (HERC), Indeed.com, hispanicoutlookjobs.com, diverseeducation.com
<table>
<thead>
<tr>
<th>Source Entitled to Vacancy Notification</th>
<th>No. of Interviewees Referred by Recruitment Source over 12 months</th>
<th>Positions for Which This Source Was Utilized</th>
<th>RS#</th>
<th>Organization &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Position #1: 3, Position #2: 2</td>
<td>1 &amp; 2</td>
<td>1</td>
<td>Ball State University Human Resources Employment Opportunities Web Site <a href="https://bsu.peopleadmin.com">https://bsu.peopleadmin.com</a> Ball State University Human Resources 2000 University Ave, AD350 Muncie, IN 47306 765-285-1834</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>1 &amp; 2</td>
<td>2</td>
<td>WIPB-TV Web Site <a href="http://www.wipb.org">www.wipb.org</a> Ball State University - BC 206 Muncie, IN 47306 765-285-1249</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>1 &amp; 2</td>
<td>3</td>
<td>Indiana Public Radio Web Site <a href="http://www.indianapublicradio.org">www.indianapublicradio.org</a> Ball State University - LB 128 Muncie, IN 47306</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>1 &amp; 2</td>
<td>4</td>
<td>Indiana Public Broadcasting Stations, Inc. (IPBS) <a href="http://www.ipbs.org">www.ipbs.org</a></td>
</tr>
<tr>
<td>Source Entitled to Vacancy Notification</td>
<td>No. of Interviewees Referred by Recruitment Source over 12 months</td>
<td>Positions for Which This Source Was Utilized</td>
<td>RS#</td>
<td>Organization &amp; Address</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| No                                     | 1 & 2                                                         | 5                                           |     | Corporation for Public Broadcasting Job Line  
www.cpb.org  
Corporation for Public Broadcasting Job Line  
401 Ninth Street, NW  
Washington, DC 20004-2129  
202-879-9600 |
| No                                     | 1                                                             | 6                                           |     | Current Magazine  
Classifieds  
1612 K Street, N. W. Suite 704  
Washington, DC 20006  
292-463-7055 |
| No                                     | 1                                                             | 7                                           |     | Public Broadcasting Service Connect  
http://connect.pbs.org  
PBS Connect Forums/System wide  
Information/Job Board  
Public Broadcasting Service Connect  
1320 Braddock Place  
Alexandria, VA 22314-1698  
703-739-5000 |
| No                                     | 1                                                             | 8                                           |     | National Academy of Television Arts & Sciences  
http://jobbank.emmyonline.org  
The Cleveland Chapter  
3511 Center Road  
Brunswick, OH 44212 |
| No                                     | 1                                                             | 9                                           |     | Indiana Broadcasters Association Web Site  
www.indianabroadcasters.org  
Indiana Broadcast Association  
3003 East 98th Street, Suite 161  
Indianapolis, IN 46280  
800-342-6276 |
| No                                     | 1                                                             | 10                                          |     | Glassdoor Job Search  
https://www.glassdoor.com |
<table>
<thead>
<tr>
<th>Source Entitled to Vacancy Notification</th>
<th>No. of Interviewees Referred by Recruitment Source over 12 months</th>
<th>Positions for Which This Source Was Utilized</th>
<th>RS#</th>
<th>Organization &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
<td>11</td>
<td>TV Jobs Web Site <a href="http://www.tvjobs.com">www.tvjobs.com</a> TVJOBS Broadcast Employment Services <a href="mailto:admin@tvjobs.com">admin@tvjobs.com</a></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td>12</td>
<td>The Muncie Star Press <a href="http://www.thestarpress.com">www.thestarpress.com</a> 345 South High Street Muncie, IN 47302 765-213-5700</td>
</tr>
<tr>
<td>No</td>
<td>1</td>
<td></td>
<td>13</td>
<td>Hispanic Outlook Jobs <a href="https://www.hispanicoutlook.com/">https://www.hispanicoutlook.com/</a></td>
</tr>
<tr>
<td>No</td>
<td>1</td>
<td></td>
<td>14</td>
<td>Simply Hired.com <a href="http://www.simplyhired.com">http://www.simplyhired.com</a></td>
</tr>
<tr>
<td>No</td>
<td>1</td>
<td></td>
<td>16</td>
<td>LinkedIn <a href="https://www.linkedin.com">https://www.linkedin.com</a></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
<td>17</td>
<td>The Chronicle of Higher Education <a href="http://www.chroniclevitae.com">www.chroniclevitae.com</a></td>
</tr>
<tr>
<td>Source Entitled to Vacancy Notification</td>
<td>No. of Interviewees Referred by Recruitment Source over 12 months</td>
<td>Positions for Which This Source Was Utilized</td>
<td>RS#</td>
<td>Organization &amp; Address</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| No                                      |                                                               | 18                                          | 18   | Indiana Workforce Development  
222 East10th Street  
Anderson, IN  
765-642-4981       |
| No                                      |                                                               | 19                                          | 19   | Indiana Black Expo, Inc.  
3145 North Meridian Street  
Indianapolis, IN 46208  
317-925-2702       |
| No                                      |                                                               | 20                                          | 20   | NAACP  
1015 West15th Street  
Anderson, IN  
765-649-4231       |
| No                                      |                                                               | 21                                          | 21   | National Educational Telecommunications Association  
http://www.netaonline.org/jobs.htm |
| No                                      |                                                               | 22                                          | 22   | Public Broadcasting Management Association  
http://www.pbma.org/jobs.htm  
P. O. Box 50008  
Columbia, SC 29250  
803-799-5517       |
| No                                      |                                                               | 1                                           | 1    | HigherEdJobs  
www.higheredjobs.com       |
| No                                      |                                                               | 23                                          | 23   | Higher Education Recruitment Consortium (HERC)  
www.hercjobs.org  
Office of the Provost, The University of Iowa  
111 Jessup Hall  
Iowa City, IA 52242       |
<table>
<thead>
<tr>
<th>Source Entitled to Vacancy Notification</th>
<th>No. of Interviewees Referred by Recruitment Source over 12 months</th>
<th>Positions for Which This Source Was Utilized</th>
<th>RS#</th>
<th>Organization &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Position #2: 1</td>
<td>1 &amp; 2</td>
<td>25</td>
<td>Indeed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.indeed.com">www.indeed.com</a></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>1 &amp; 2</td>
<td>26</td>
<td>America's Job Exchange</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.AmericasJobExchange.com">www.AmericasJobExchange.com</a></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>1 &amp; 2</td>
<td>27</td>
<td>WIPB-TV 4 weeks of ROS spots announcing Vacancy</td>
</tr>
<tr>
<td>No</td>
<td></td>
<td>1 &amp; 2</td>
<td>28</td>
<td>Indiana Public Radio 4 weeks of ROS spots announcing vacancy</td>
</tr>
<tr>
<td>Total Interviews for Full-Time Open Positions</td>
<td>Position #1: 5 (2 word of mouth)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Position #2: 4 (1 word of mouth)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX 3. RECRUITMENT INITIATIVES

WBSJ has been silent since October 25, 2019. WBSJ-FM was also silent for the period between January 4, 2019 and October 23, 2019.

<table>
<thead>
<tr>
<th>#</th>
<th>Type of Recruitment Initiative Activity (Menu Selection)</th>
<th>Brief Description of</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Participating in at least four (4) events or programs sponsored by educational institutions relating to career opportunities in broadcasting;</td>
<td>(2) Participated in two individual semester opportunity fairs for the College of Communication Information and Media. Over 400 students attended and 25 students stopped by the WIPB and IPR table to discuss student position openings and possible careers in public media broadcasting. Five students signed up for tours the following week. Participating Master Control Operator for WIPB and Producer Director for WIPB. News Director--TCOM 422 class is all about training for careers in broadcasting. Areas of importance are news reporting and writing. The class assists Indiana Public Radio in news coverage during elections and special assignments. Operations and Production Manager for Indiana Public Radio and the School of Music lecturer lead immersive learning production meetings with Ball State students for The Scene, an immersive learning partnership with the Ball State School of Music. This is a student produced 60 minute weekly radio program. Fall 2019 was the 10 year anniversary for this program. Every semester we have new students that are trained in audio venue recording. They are held to broadcast standards and are informed of broadcast and engineering audio recording careers through the School of Music, music engineering program and the Department of Telecommunications during class periods. Many of the students that excel in the course are employed by Indiana Public Radio for student on-air and production positions. Indiana Public Radio News Director mentors student who do 3 news briefs for WIPB and 3 Weather briefs for WIPB every Monday Wednesday and Friday. Our program director meets with the students and discuss the format of PBS news hour since the student news briefs lead into the PBS hour newscast. They get valuable experience as on-air anchors and reporters. This is an extracurricular experience that students volunteer for each semester. It is only offered Fall and Spring semesters.</td>
</tr>
<tr>
<td></td>
<td>Encouraged enrollment in training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions:</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Over 18 staff for WIPB and IPR went to the Indiana Public Broadcasting Station annual conference held in Ft Wayne at WFWA fall of 2019. This conference is dedicated to every aspect of television and radio from fundraising to news programming to underwriting. Below see conference session listing. Women in Working in Technology Seminar—we had numerous staff sign up for the conference but it was changed to a virtual seminar due to the COVID-19 pandemic so only a few attended due to the change of date and program.: Sessions explored navigating roles within the technology sector and advocating for inclusion. Network and learn alongside a group of like-minded, inspiring individuals.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Immersive Learning Course called Cardinal Cinema for the past three years—over 130 students have participated in a real life situation for presenting scripts, production scripts and final edited broadcast projects ideas to management of public media specifically WIPB-TV. They are treated as independent writers, producers, videographers and directors pitching their ideas to WIPB. Those that are selected produce their documentary, short film or short fictional story and it is broadcast on WIPB and receive a modest budget from WIPB and the department. We have meetings periodically during the semester to review progress and talk about the budget process and the guidelines for PBS programming. Participating are the General Manager, Program Director and Director of Content for WIPB. We have been doing a last Friday program called “Coffee with Stan”. Our Morning Edition host Stan Sollars meets with community stakeholders, members and any student who sign up to have coffee and breakfast after Morning Edition. The topics run from the news local clock of ME, how Stan got started in broadcasting, how news stories are chosen to be on the air and what opportunities, for young journalist in broadcasting especially radio stations and any other news topics that come up during the 90 minutes of discussion. Cardinal Compass is a student produced monthly program Cardinal Compass will explore the connections between Muncie and Ball State University. Ball State President Geoffrey Mearns and his guests will take the audience behind the scenes of the evolving relationship by exploring the challenges and opportunities that exist. WIPB staff along with Department of Telecommunications are mentors for all of the production students. During training with WIPB production staff the students were taught broadcasting production techniques and our Indiana Public Radio News Director (faculty mentor) also mentored the students on the proper Interview techniques. Unfortunately we were only to do one episode this</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Participation in other activities designed by the station employment unit that are reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WIPB and IPR went to the Indiana Public Broadcasting Station annual conference held in Ft Wayne at WFWA fall of 2019. This conference is dedicated to every aspect of television and radio from fundraising to news programming to underwriting. Below see conference session listing. Women in Working in Technology Seminar—we had numerous staff sign up for the conference but it was changed to a virtual seminar due to the COVID-19 pandemic so only a few attended due to the change of date and program.: Sessions explored navigating roles within the technology sector and advocating for inclusion. Network and learn alongside a group of like-minded, inspiring individuals. Immersive Learning Course called Cardinal Cinema for the past three years—over 130 students have participated in a real life situation for presenting scripts, production scripts and final edited broadcast projects ideas to management of public media specifically WIPB-TV. They are treated as independent writers, producers, videographers and directors pitching their ideas to WIPB. Those that are selected produce their documentary, short film or short fictional story and it is broadcast on WIPB and receive a modest budget from WIPB and the department. We have meetings periodically during the semester to review progress and talk about the budget process and the guidelines for PBS programming. Participating are the General Manager, Program Director and Director of Content for WIPB. We have been doing a last Friday program called “Coffee with Stan”. Our Morning Edition host Stan Sollars meets with community stakeholders, members and any student who sign up to have coffee and breakfast after Morning Edition. The topics run from the news local clock of ME, how Stan got started in broadcasting, how news stories are chosen to be on the air and what opportunities, for young journalist in broadcasting especially radio stations and any other news topics that come up during the 90 minutes of discussion. Cardinal Compass is a student produced monthly program Cardinal Compass will explore the connections between Muncie and Ball State University. Ball State President Geoffrey Mearns and his guests will take the audience behind the scenes of the evolving relationship by exploring the challenges and opportunities that exist. WIPB staff along with Department of Telecommunications are mentors for all of the production students. During training with WIPB production staff the students were taught broadcasting production techniques and our Indiana Public Radio News Director (faculty mentor) also mentored the students on the proper Interview techniques. Unfortunately we were only to do one episode this</td>
<td></td>
</tr>
</tbody>
</table>
Community Engagement and Grants manager had two interviews by students who asked questions about her job, her responsibilities and how she got into the broadcasting profession for a course about professions and leadership.

General Manager participated in 2020 Indiana Broadcasters Foundation Scholarship program. Indiana Public Radio ran spots to encourage students to submit applications. Our stations financially supported the scholarship. The general manager reviewed over 35 applications and selected the top 10 who presented themselves as top applicants. See certificate of participation at the end of report.

Administrative Assistant for WIPB and IPR was asked to be guest lecture in the Honors College. Topics were traditional arts depicted in the world and classic literature. Also discussed my position as a woman in a nonprofit industry and the role of IPR and WIPB on campus and in our community.

<table>
<thead>
<tr>
<th>4</th>
<th>Tour of facilities program for all community groups and school corporations in our listening and viewing areas.</th>
</tr>
</thead>
</table>
| | Wide range of Tours for local community school systems, university students and organizations  
Tour of IPR Studios, meeting and lunch- Brian Garrity - 4 hours  
Tour of WIPB and IPR Studios. Bob Rector: 2 hours  
Tour of WIPB and IPR Studios and. Recording sessions in IPR Studio , How to operate camera and How green screens work. - Rotary Youth Exchange students: 5 high school students (12th grade) & 2 adults December 6, 2019 1.5 hours  
Presentation: 1/9/20: PBS & NPR programming, history of WIPB and IPR: BNI – 25 adults  
April 9 - Tour of IPR for Burris Laboratory School music students; students were able to practice station IDs in recording studio  
April 24 - Tour of both stations for Selma Elementary School. 90 fifth grade students and chaperones; students able to work with cameras and experience green screen at WIPB and record voiceovers in IPR studio.  
May 20 - Tour of both studios for Northside Middle School eighth-graders; students worked with green screen, cameras at WIPB and recorded station IDs at IPR.  
Oct. 10 - Tour of both studios for Winchester High School students; 30 students ages 14-16. Students worked with cameras and green screens.  
Tours of Now Entering Storytellers for each NE pledge night; about 20 adults each night.  
Offered several “walk-in” tours for Ball State University students (and parents) during the year. |
This will certify that, **WBST-FM, Community of License Muncie, Indiana**

Successfully participated in the Indiana Broadcasters Association 2020 Scholarship program through the Indiana Broadcasters Foundation by:

- Making a specified contribution to the Indiana Broadcasters Foundation Scholarship Fund.
- Running Scholarship PSA’s for the station’s community of license,
  - Judging Scholarship applications

This certificate of participation awarded this 17th Day of March 2020

Dave Arland, Executive Director
This will certify that, **WBSB-FM, Community of License Anderson, Indiana**

Successfully participated in the Indiana Broadcasters Association 2020 Scholarship program through the Indiana Broadcasters Foundation by:

- Making a specified contribution to the Indiana Broadcasters Foundation Scholarship Fund.
- Running Scholarship PSA’s for the station’s community of license,
- Judging Scholarship applications

This certificate of participation awarded this 17th Day of March 2020

Dave Arland, Executive Director
This will certify that, WBSW-FM, Community of License Marion, Indiana

Successfully participated in the Indiana Broadcasters Association 2020 Scholarship program through the Indiana Broadcasters Foundation by:

- Making a specified contribution to the Indiana Broadcasters Foundation Scholarship Fund.
- Running Scholarship PSA’s for the station’s community of license,
  - Judging Scholarship applications

This certificate of participation awarded this 17th Day of March 2020

Dave Arland, Executive Director
INDIANA BROADCASTERS FOUNDATION

CERTIFICATE OF PARTICIPATION ~ 2020 SCHOLARSHIP PROGRAM

This will certify that, WBSH-FM, Community of License Hagerstown, Indiana

Successfully participated in the Indiana Broadcasters Association 2020 Scholarship program through the Indiana Broadcasters Foundation by:

- Making a specified contribution to the Indiana Broadcasters Foundation Scholarship Fund.
- Running Scholarship PSA’s for the station’s community of license,
  - Judging Scholarship applications

This certificate of participation awarded this 17th Day of March 2020

Dave Arland, Executive Director