

**Ball State University  
Annual EEO Public File Report**

**March 25, 2021 – March 30, 2022**

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.

**Ball State University  
Annual EEO Public File Report**

**March 22, 2021- March 30, 2022**

**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**

<b>POS</b>	<b>Job Title</b>	<b>Recruitment Sources (RS) Used to Fillthis Vacancy</b>	<b>RS Referring Hire</b>
1	Assistant Dean of Media and General Manager of Ball State Public Media	RS1, RS2, RS3, RS4, RS5	RS 1
2	Administrative and Financial Coordinator	RS1, RS2, RS3, RS4	RS 1
3	Financial and Administrative Coordinator	RS1, RS2, RS3, RS4	RS1

**Ball State University  
Annual EEO Public File Report**

**March 22, 2019 - March 30, 2020**

**WIPB-TV, WBST-FM, Muncie, IN; WBSB-FM, Anderson, IN; WBSH-FM, FM, Hagerstown,  
IN; WBSW-WBSJ-FM Portland, Indiana; FM, Marion, IN**

**APPENDIX 2. MASTER RECRUITMENT SOURCE LIST**

<b>Source Entitled to Vacancy Notification</b>	<b>No. of Interviewees Referred by Recruitment Source over 12 months</b>	<b>Positions for Which This Source Was Utilized</b>	<b>RS#</b>	<b>Organization &amp; Address</b>
No	Position #1: 14 Position #2: 6 Position #3: 3	1, 2, 3	1	Ball State University Human Resources Employment Opportunities Web Site <a href="https://bsu.peopleadmin.com">https://bsu.peopleadmin.com</a> Ball State University Human Resources2000 University Ave, AD350 Muncie, IN 47306 765-285-1834
No		1, 2, 3	2	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
No		1, 2, 3	3	Indiana Public Radio Web Site <a href="http://www.indianapublicradio.org">www.indianapublicradio.org</a> Ball State University - LB 128Muncie, IN 47306
No		1, 2, 3	4	Indiana Public Broadcasting Stations, Inc. (IPBS) <a href="http://www.ipbs.org">www.ipbs.org</a>

Source Entitled to Vacancy Notification	No. of Interviewees Referred by Recruitment Source over 12 months	Positions for Which This Source Was Utilized	RS#	Organization & Address
No		1	5	Corporation for Public Broadcasting Job Line <a href="http://www.cpb.org">www.cpb.org</a> Corporation for Public Broadcasting Job Line 401 Ninth Street, NW Washington, DC 20004-2129 202-879-9600
No		1	6	National Association of Television Arts & Sciences <a href="http://jobbank.emmyonline.org">http://jobbank.emmyonline.org</a> The Cleveland Chapter 3511 Center Road Brunswick, OH 44212
No		1	7	Indiana Broadcasters Association Web Site Indiana Broadcast Association 3003 East 98th Street, Suite 161 Indianapolis, IN 46280 800-342-6276  <a href="http://www.indianabroadcasters.org">http://www.indianabroadcasters.org</a>
No		1,2,3	8	Academic Women  <a href="http://www.AcademicWomen.com">http://www.AcademicWomen.com</a>
No		1,2,3	9	Diverse Education 10520 Warwick Ave. Suite B-4 Fairfax, VA 22030-3136  <a href="http://www.diverseeducation.com">http://www.diverseeducation.com</a>
No		1,2,3	10	HireEdJobs 328 Innovation Blvd, Suite 235 State College, PA 16803  <a href="http://www.hireedjobs.com">http://www.hireedjobs.com</a>

Source Entitled to Vacancy Notification	No. of Interviewees Referred by Recruitment Source over 12 months	Positions for Which This Source Was Utilized	RS#	Organization & Address
No		1,2,3	11	Diversity Work 9951 Atlantic Blvd., Ste 105 Jacksonville, FL 32225  <a href="http://www.diversitywork.com">http://www.diversitywork.com</a>
No		1,2,3	12	UniversityJobs.com 9951 Atlantic Blvd., Suite 105 Jacksonville, FL 32225  <a href="http://www.universityjobs.com">http://www.universityjobs.com</a>
No		1	13	Hispanic Association of Colleges & Universities  <a href="http://www.HACU.net">http://www.HACU.net</a>
No		1	14	BEA Educating for Tomorrow's Media  <a href="http://www.beaweb.org/wp">http://www.beaweb.org/wp</a>
No		1,2,3	15	Circa  <a href="http://www.circaworks.com">http://www.circaworks.com</a>
No		1	16	Media Bistro  <a href="http://www.mediabistro.com">http://www.mediabistro.com</a>
No		1	17	The Chronicle of Higher Education  <a href="http://www.chroniclevitae.com">http://www.chroniclevitae.com</a>

Source Entitled to Vacancy Notification	No. of Interviewees Referred by Recruitment Source over 12 months	Positions for Which This Source Was Utilized	RS#	Organization & Address
No		1	18	Association for Education in Journalism and Mass Communications 234 Outlet Pointe Blvd, Suite A Columbia, SC 29210-5667  <a href="http://www.aejmc.org">http://www.aejmc.org</a>
No		1	19	Handshake (Central State and KY State)  <a href="http://www.centralstate.joinhandshake.com">http://www.centralstate.joinhandshake.com</a> <a href="http://www.kysu.joinhandshake.com">http://www.kysu.joinhandshake.com</a>
No		1	20	Women In Academia PO Box 139 Bartonsville, PA 18321  <a href="http://www.wiareport.com">http://www.wiareport.com</a>
No		1	21	Higher Education Recruitment Consortium (HERC) Office of the Provost The University of Iowa 111 Jessup Hall Iowa City, IA 52242  <a href="http://www.hercjobs.org">http://www.hercjobs.org</a>
No		1	22	The Journal of Blacks in Higher Education  <a href="http://www.jbhe.com">http://www.jbhe.com</a>
No		1,3	23	Indiana Public Broadcasting Stations (IPBS) 1630 N. Meridian St. Indianapolis, IN 46202  <a href="http://www.ipbs.org">http://www.ipbs.org</a>

No		1,2,3	24	Indeed <a href="http://www.indeed.com">www.indeed.com</a>
No		1,2,3	26	WIPB-TV 4 weeks of ROS spotsannouncing Vacancy
No		1,2,3	27	Indiana Public Radio 4 weeks of ROS spotsannouncing vacancy
No				
Total Interviews for Full- Time Open Positions	Position 1: 6 Position 2: 5 Position 3: 3			

**Appendix 3**  
**Annual EEO Public File Report**  
**Covering the period from March 25, 2021-March 30, 2021**  
**Stations Comprising Station Employment Unit: WIPB-TV; WBST-FM; WBSB-FM;**  
**WBSJ-FM and WBSW-FM**

**Section 3: Recruitment Activities**

**1. Participation in and/or co-sponsorship of job fairs:**

Sept 1, 2021- WIPB-TV and Indiana Public Radio participated in the College of Communication Information and Media (CCIM) Fall Career Fair. Over 270 students attended and several students stopped by the WIPB and IPR table to discuss student position openings and possible careers in public media.

January 26, 2022- WIPB-TV and Indiana Public Radio participated in the College of Communication information and Media Spring Career Fair. Over 180 students attended and several students stopped by the WIPB and IPR table to discuss student position openings and possible careers in public media.

**2. Participation in job banks, internet programs and other programs designed to promote outreach generally:**

We conduct tours for community groups, university students and local schools districts. Due to COVID we also created a virtual tour that is on both our TV and Radio websites. Over 590 people watch the virtual tour on the radio website and over 55 people watched the virtual tour on the television website.

This past year we conducted only a few tours since we were still under COVID restrictions for part of the year.

Tours: small tours for Telecommunications Alumni Society and two former student/employee groups

**3. Participation in an internship program for students and establishment to internship programs for members of the community interested in broadcasting:**

Ongoing - News Director--TCOM 422 class is all about training for careers in broadcasting. Areas of importance are news reporting and writing. The class assists as interns for Indiana Public Radio in news coverage during elections and special assignments.

Ongoing- Operations and Production Manager for Indiana Public Radio and the School of Music lecturer lead learning production meetings with Ball State students for The Scene, a learning partnership with the Ball State School of Music. This is a student produced 60 minute weekly radio 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 students who do 3 news briefs for WIPB and 3 Weather briefs for WIPB every MondayWednesday and Friday. Our News 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 intern for each semester. It is only offered Fall and Spring semesters.

**4. Provision for EEP/nondiscrimination training to management level personnel:**

All Station employees are required to complete the CPB annual harassment prevention training.

Many also employees attend local seminars and training opportunities to develop and enhance their skills and job performance, including skills to perform other jobs of interest. All of our staff participated in the statewide IPBS virtual conference over a 2-week period in November 2021. A number of staff were able to participate in conferences including, PBS Annual Conference, Public Media Development and Marketing Conference (PMDMC), and National Education Telecommunications Association (NETA).

**5. Listing of all upper-level job opening with a media trade group with a broad-based membership:**

During the applicable period, the Assistant Dean of Media and General Manager of BSPM was listed with several broad-based membership organizations. Because of our unique partnership with Ball State University we were able to post this position on several higher education sites- Hispanic Association of Colleges & Universities, Women in Academia, The Chronicle of Higher Education, and The Journal of Blacks in Higher Education.

**6. Listing on websites, Facebook, Twitter and Other Social media.**

We utilize social media including- our website [www.ballstatepbs.org](http://www.ballstatepbs.org) and [www.indianapublicradio.org](http://www.indianapublicradio.org) , Facebook, Twitter, LinkedIn, Indeed.com, and IPBS.org for all of job postings and recruitment.