

**Board of Trustees of Southern Illinois University
Annual EEO Public File Report
WSIU-DT, WUSI-DT, WUSI-FM, WSIU-FM, WVSI-FM
August 1, 2015 to July 31, 2016**

A. Recruitment Sources Used to Refer Interviewees For Each Full-Time Vacancy Filled During the Past Year (A complete list of all recruitment sources is found at the end of this report.)

| SOURCE | CONTACT | ADDRESS | PHONE | INTERVIEWEE HIRED |
|--|--|--|--|---|
| 1. Job Title: | *Office Manager | | Date Filled: | 09/08/2015 |
| SIUC's Human Resource Civil Service System | Stacey Peach | Department of Humans Resources, MC 6520, Southern Illinois University 805 S. Elizabeth St. Carbondale, IL 62901 www.siu.edu/~humres/ | (618) 453-6606 | Yes (1) No (2) *3 were interviewed from the SIUC Civil Service Testing list, must pick one from the top 3 candidates on the IL Civil Service Exam list. |
| 2. Job Title | **Assistant Director of Corporate Support | | Date Filled: | 08/07/2015 |
| Word of mouth | Unknown | Unknown | Unknown | Yes (1-Hired and three candidates interviewed) |
| SIU Affirmative Action Website | Phyllis Khaaliq | Affirmative Action Office Davies 155 Carbondale, IL 62901 | P: (618) 536-6618 F: (618) 453-1394 | No (1) |
| Word of mouth | Unknown | Unknown | Unknown | No (1) |

Two WSIU positions were filled during the reporting period.

***One position was Civil Service and one was **Administrative Professional**

Each position is handled according to Illinois statute and rules for recruitment.

***One Civil Service position was filled for the period:**

Office Manager-There are civil service positions and promotional lines within Southern Illinois University Carbondale. The promotional requirements are governed by Illinois State Law ACT, Statute, 110ILCS 70 House Bill 831. The person hired tested for the position and were on the SIU hire list. The candidate hired already worked at SIU and resigned their current positions in order to work at WSIU Public Broadcasting which is a department of the College of Mass Communication and Media Arts at Southern Illinois University Carbondale, IL.

*“ACT 70. STATE UNIVERSITIES, CIVIL SERVICE ACT

Illinois Compiled Statutes, 110 ILCS 70House Bill 831 was passed by the 67th General Assembly and became law on January 1, 1952. The State Universities Civil Service System now covers all staff employees. 70/36j. Promotions

36j. Promotions. The Merit Board shall by rules provide for promotions on the basis of ability and experience and seniority in service and examination and to provide in all cases where it is practicable that vacancies will be filled by promotion. The Merit Board shall by rule fix lines of promotion from such several offices and places to superior offices or places in all cases where, in the judgment of the Merit Board, the duties of such several positions directly tend to fit the incumbent for a superior position.

Employees promoted in the promotional line shall have their seniority for the highest position held on the basis of length of service in that classification. For the next lower classification the employee may add his seniority in the higher classification to that in the lower to determine seniority in the lower classification.

Whenever a superior position in the promotional line in the classified civil service under the University System is to be filled, the Director shall certify to the employer, in the order of their seniority, the names and addresses of the three persons standing highest upon the promotional register for the class or grade to which said position belongs. The employer shall appoint one of the three persons whose names were certified by the Director. Sex shall be disregarded except when the nature of the position requires otherwise. Appointments to superior positions in the promotional line shall be on probation for a period of no less than 6 months and no longer than 12 months for each class of positions in the classification plan, the length of the probationary period having been determined by the Director. Persons so appointed may be demoted at any time during the period of probation, if, in the opinion of the employer, they have failed to demonstrate the ability and the qualifications necessary to furnish satisfactory service, but shall not be discharged from the superior position if they have previously completed a probationary period in an inferior position in the promotional line.

B. Outreach Activities during period

1. Hosting of two job fairs by station personnel who have substantial responsibility in hiring decisions.

a. Fall 2015 All-Majors Career Fair, Southern Illinois University Carbondale, Illinois, August 31, 2015, Event Contact: Matt Purdy, Employer Relations Coordinator, Mail Code 4703 Carbondale, IL 62901, 618-453-7112.

WSIU Staff in Attendance: Delores Kerstein, Associate Director of Finance and Administration, Katrina Stackhouse, Web Manager, and Monica Tichenor, Promotion Coordinator for WSIU Public Broadcasting.

b. Spring 2016 Student Employment Opportunities Job Fair, Southern Illinois University Carbondale, Illinois, April 19, 2016 Event Contact: Matt Purdy, Employer Relations Coordinator, University Career Services, Mail Code 4703, Carbondale, IL 62901, 618-453-7112.

WSIU Staff in Attendance: Delores Kerstein, Associate Director of Finance and Administration of WSIU Public Broadcasting.

- 2. Participated in scholarship programs directed at students desiring to pursue a career in broadcasting - Student scholarship and awards: O'Brien Award, TV Student of the Year Award, FM Student of the Year Award, and Overall Broadcast Student of the Year Award; and Graduate Assistantships, Undergraduate Assistantships, and Internships for students in TV & FM Production, TV & FM Master Control, Post Production, TV News, FM News, Programming, Promotions, Fundraising and Accounting.**
- 3. Established training and mentoring programs relating to career opportunities in broadcasting sponsored by educational institutions. Station staff provide training and mentoring support for students in the College of Mass Communications & Media Arts, School of Business, and College of Liberal Arts, Education at Southern Illinois University.**
- 4. Provided staff opportunities to attend professional development conferences and seminars for those interested in improving job-related performance. The Stations provided paid leave time and conference expenses. The Stations also provide time for staff to further their education at the University by allowing staff to attend classes to obtain higher education degrees such as bachelors, masters and doctorates. The development and education are designed to enable Station personnel to acquire skills that could qualify them for higher level positions at the Stations.**
- 5. Participated in all events and programs during the reporting period sponsored by the College relating to career opportunities in broadcasting, because the Station licenses are held by the Board of Trustees of Southern Illinois University, and WSIU Public Broadcasting is a department of the College of Mass Communications and Media Arts.**
- 6. Provided management personnel with training opportunities as methods of ensuring equal employment opportunity and preventing discrimination. WSIU staff have access to the diversity committee events established at the University to encourage discussions regarding diversity for both students and staff.**

**C. COMPLETE LIST OF RECRUITMENT SOURCES USED TO FILL FULL-TIME
ADMINISTRATIVE PROFESSIONAL VACANCIES DURING ALL REPORTING PERIODS

| Recruitment Source's Name | Name of Contact | Address | Phone Number & Fax |
|--|---|--|--|
| Native American Public Telecommunications | Shirley Snever visionmaker@UNL.edu | 1800 N 33 rd Street Lincoln, NE 68503-1409 | Ph: (402) 472-3522 Fax: (402) 472-8675 |
| Asian American Journalist Association | Kathy Chow national@aja.org | 5 Third Street, Suite 1108 San Francisco, CA 94103 | Ph: (415)346-2051 Fax: (415)346-6343 |
| South Asian Journalists Association | Sharaf Mowjood president@saja.org | Columbia Graduate School 2950 Broadway New York, NY 10027 | Ph: (212) 854-5079 Fax: (212) 854-7837 |
| Radio & Television Digital News Association | Mike Cavender www.rtdna.org | 529 14 th Street NW Suite 1240 Washington, DC 20045 | Ph: (202) 659-6510 Fax: (202) 223-4007 |
| National Lesbian & Gay Journalists' Association | Lynette Spencer info@nlga.org | 2120 L St NW Suite 850 Washington, DC 20037 | Ph: (202) 588-9888 Fax: None |
| National Hispanic Media Coalition | Jenna Badillo | 55 South Grand Avenue Pasadena, CA 91105 | Ph: (626) 792-6462 Fax: (626) 792-6051 |
| National Association of Hispanic Journalists | Brenda Rivas www.nhmc.org | 1000 National Press Building 529 14 th St., NW Washington, DC 20045 | Ph: (202) 662-7145 Fax: (202) 662-7144 |
| National Association of Minority Media Executives | Neil Foote www.namme.org | 1921 Gallows Road Suite 600 Vienna, VA 22182 | Ph: (888) 968-7658 Fax: (703) 893-2414 |
| National Association of Broadcasters | Karen Hunter nab@nab.org | 1771 N Street, NW Washington, DC 20036 | Ph: (202)429-5300 Fax: (202)429-4199 |
| Media Communications Association-International | Jim Dufek | PO Box 5135 Madison, WI 53705-0135 http://www.mca-i.org | Ph: 888-899-6224 Fax: 888-862-8150 |
| Hispanic Link News Service | Charlie@hispaniclink.org Need to email | 1420 N Street NW Washington, DC 20005 | Ph: (202) 234-0280 Fax: None |
| American Women in Radio & Television | Maria E. Brennan www.awrt.org | 8405 Greensboro Drive Suite 800 McLean, VA 22102 | Ph: (703) 506-3290 Fax: (703) 506-3266 |
| National Public Radio Job Line Broadcasters Employment Weekly | D. Gatewood | 635 Massachusetts Ave, NW Washington, DC 20001 | Ph: (202) 377-4202 Fax: (208) 377-4202 |
| Illinois News Broadcaster's Association | Sue Stephens, President sstephens@niu.edu joinus@inba.net | INBA #1 University Circle Macomb, IL 61455 | www.inba.net/job |
| SIUC's Administrative & Professional Employment Website | Phyllis Khaaliq | Affirmative Action Office Davies 155 Carbondale, IL 62901 | Ph: (618) 536-6618 Fax: (618) 453-1394 |
| | | | |

| Recruitment Source's Name | Name of Contact | Address | Phone Number & Fax |
|---|--|--|--|
| National Association of Black Journalists | Darryl Matthews, Sr. Executive Director | 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 info@nabjcareers.org | Ph: (626) 792-3846 Fax: (301) 314-1714 |
| Association for Women in Communications | Pat Troy | 780 Ritchie Highway, Suite 28-S Severna Park, MD 21146 | Ph: (410) 544-7442 Fax: (410) 544-4640 |
| WSIU Public Broadcasting Website & Posted in Office | Delores Kerstein Wsiu.org | 1003 Communications Bldg Mail Code 6602 Southern Illinois University Carbondale, IL 62901 | Ph: (618) 453-4344 Fax: (618) 453-6186 |
| Corporation for Public Broadcasting | Alicia Schosinski http://www.cpb.org/jobline | 401 Ninth Street, NW Washington, DC 20004-2129 | Ph: (202) 879-9686 Fax: (202) 879-9700 |
| Current PBS Magazine | Emily Lowrey | 6930 Carroll Ave, Suite 350 Takoma Park, MD 20912 | Ph: 301-270-7240 Ext 38 Fax: 301-270-7241 |
| HigerEdJobs.com | http://www.higheredjobs.com | | |