

**2024 ANNUAL EEO PUBLIC FILE REPORT**

**FLORIDA STATE UNIVERSITY**

1600 Red Barber Plaza  
Tallahassee, FL 32310

Period Covered by this Report ("Period"): October 1, 2023 through September 30, 2024

Call signs of stations comprising the reporting Station Employment Unit:  
**WFSU-FM, WFSQ, WFSW, WFLS, WFSU-TV, WFSG**

Florida State University is an Equal Opportunity Employer  
**ADVERTISED POSITION INFORMATION**

Position #	Job Title	Date Filled	Number of Interviews	Location	Recruitment Sources Used	Source used by Hire
61447	Assistant Web Content Coordinator	10/9/2023	4	WFSU Florida Channel	TFC Website * WFSU Website * FSU Employment Website * LinkedIn * Word of Mouth	FSU Employment Website
61443	Assistant Media Coordinator/Librarian	10/31/2023	6	WFSU Florida Channel	TFC Website * WFSU Website * FSU Employment Website * LinkedIn * Word of Mouth	FSU Employment Website
62892	Director of Engineering	11/1/2023	4	WFSU Florida Channel	TFC Website * WFSU Website * FSU Employment Website * LinkedIn *PublicMediaJobs.org * SBE JobsOnline * TVJobs.com * Word of Mouth	FSU Employment Website
61586	Remote Events Crew Member/Robotics Director	12/5/2023	2	WFSU Florida Channel	TFC Website * WFSU Website * FSU Employment Website * LinkedIn * Word of Mouth	FSU Employment Website
61502	Administrative Assistant	12/7/2023	4	WFSU Florida Channel	TFC Website * WFSU Website * FSU Employment Website * LinkedIn * Word of Mouth	FSU Employment Website
62960	Broadcast Engineer	12/15/2023	1	WFSU FM/WFSU TV	WFSU Website * FSU Employment Website * LinkedIn *FAB.org * SBE JobsOnline * TVJobs.com * Word of Mouth	FSU Employment Website
62920	Coordinator & Classical Music Host	12/15/2023	1	WFSU FM/WFSU TV	WFSU Website * FSU Employment Website * Word of Mouth	Word of Mouth
63215	WFSU FM Senior Producer/Host	1/5/2024	2	WFSU FM/WFSU TV	WFSU Website * FSU Employment Website * Word of Mouth	Word of Mouth
53167	Education & Outreach Coordinator	1/12/2024	3	WFSU FM/WFSU TV	WFSU Website * FSU Employment Website * Word of Mouth	FSU Employment Website
62441	Broadcast Engineer	6/30/2024	4	WFSU FM/WFSU TV	WFSU Website * FSU Employment Website * LinkedIn *FAB.org * SBE JobsOnline * TVJobs.com * Word of Mouth	Indeed
83650	Ready To Learn Coordinator	7/19/2024	4	WFSU FM/WFSU TV	WFSU Website * FSU Employment Website * CPB Jobline * FAB Jobline * Word of Mouth	FSU Employment Website
80204	Production Technician	8/16/2024	3	WFSU Florida Channel	TFC Website * WFSU Website * FSU Employment Website * LinkedIn * Word of Mouth	FSU Employment Website

**Total number of interviewees for all full-time vacancies filled during the reporting period: 38**

Total number of interviewees referred from each source during period:

Recruitment Source	Contact Name	Address	Phone	# Interviewees Referred
Career Builder	Melanie Davis mdavis10@gannett.com www.careerbuilder.com	200 N. LaSalle Street Suite # 1100 Chicago, IL 60601	(888) 987-2826	0
Florida State University (FSU) Employment Website	Recruiter: Janie Toothaker jobs@fsu.edu www.jobs.fsu.edu	282 Champions Way UCA -6200 Tallahassee, FL 32306	(850) 644-7708	19
LinkedIn	www.linkedin.com	2029 Stierlin Court Mountain View, CA 94043	(650) 687-3600	0
Facebook	www.facebook.com	N/A	N/A	0
Twitter	www.twitter.com	N/A	N/A	0
Current	Dave Kramer advertising@current.org www.jobs.current.org	6930 Carroll Avenue Suite 625 Takoma Park, MD 20912	(301) 270 7240 ext. 35	0
National Educational Telecommunications Association (NETA)	Maryanne Schuessler mschuessler@netaonline.org www.netaonline.org	939 South Stadium Road Columbia, SC 29201	(803) 978 1579	0
Society of Broadcast Engineers (SBE)	www.sbe.org	9102 North Meridian Street Suite 150 Indianapolis, IN 46260	(317) 846-9000	1
Florida Association of Broadcasters (FAB)	info@fab.org	201 South Monroe Street, Suite 201, Tallahassee, FL 32301	(850) 681-6444	0
Public Media Jobs	publicmediajobs.org	4400 Massachusetts NW, Washington, Dist. Columbia 20016	N/A	0
TV News Check & Net News Check	Patty Hersh phersh@newscheckmedia.com www.tvnewscheck.com www.netnewscheck.com	24 West Lancaster Avenue Armored, PA 19003	(610) 420-6003	0
Broadcasting & Cable Magazine	clientserv@yourmembership.com www.broadcastingcable.com	28 East 28th Street New York, NY 10016	(860) 437-5700	0
Inside Higher Ed	www.insidehighered.com	1015 18th Street NW Suite 1100 Washington DC, 20036	(202) 659-9208	1
Greater Public	www.greaterpublic.org	401 North 3rd Street Suite 370 Minneapolis, MN 55401	(888) 454-2314	0
Insight into Diversity	www.insightintodiversity.com	11132 South Towne Square Suite 203 St. Louis, Missouri 63123	(314) 200-9955	0
Tallahassee Democrat	Melanie Davis mdavis10@gannett.com www.tallahassee.com	277 North Magnolia Drive Tallahassee, FL 32301	(888) 987-2826	0
TVJOBS	info@tvjobs.com www.tvjobs.com	Broadcast Employment Services P.O. Box 4116 Oceanside, CA 92052	(800) 374-0119	0
WFSU	www.wfsu.org	1600 Red Barber Plaza Tallahassee, FL 32310	(850) 645-7200	1
The Florida Channel	www.thefloridachannel.org	402 S Monroe Street Tallahassee, FL 32399	(850) 645-9030	0
Corporation for Public Broadcasting (CPB)	www.cpb.org/jobline	401 Ninth Street Washington, DC 20004	(202) 879-9600	0
Public Media Business Association (PMBA)	www.pmbaonline.org	7918 Jones Branch Drive Suite 300 McLean, VA 22102	(703) 506-3292	0
Association of Government Accountants (AGA)-Email ListServ	tallahasseeaga@gmail.com	N/A	N/A	0
UBA SharePoint Site/Email Announcements	Joshua Miller jmmiller2@fsu.edu www.uba.fsu.edu	282 Champions Way UCC-5503 Tallahassee, FL 32306	(850) 644-2825	0
Indeed	www.indeed.com	7501 N. Capital of Texas Highway Bldg B. Austin, TX 78731	N/A	2
Word of Mouth	N/A	N/A	N/A	14

**WFSU PUBLIC MEDIA OUTREACH ACTIVITIES  
DURING THE PERIOD: Oct 1, 2023 – Sept 30, 2024**

**Initiative Title:** Internship/Externship and Student Participant Programs

**Initiative Description:** WFSU Public Media has had a very successful Internship/Externship Program in place for several years. This program provides students/volunteers the opportunity for hands-on experience in all areas of the broadcasting field, such as production, promotion, talent, news and community outreach. WFSU's internship/externship programs can occur at any time throughout the academic year and typically range from high school to college students who are from local area schools and surrounding Universities. We encourage hands-on, student participation in projects and events. We provide professional development, skills training, career guidance, and help students create their first portfolio. Our internship programs are divided between departments; however, students can spend time with different departments to gain a "big-picture" perspective on public media operations. Our internships programs lead students to successful and award-winning careers at nationally and internationally acclaimed organizations.

Internship/Externship and Student Participant Programs:

- The WFSU-FM News Team provided internships for three college student interns – two from FAMU and one from FSU. This internship is for students pursuing careers in journalism. The ideal candidate will demonstrate intellectual curiosity about the issues and people influencing the region; including how national stories can be told through local angles. The internship will focus heavily on local government, and issues of regional importance. WFSU interns are responsible for reporting, writing, editing and producing their own stories under the supervision of the News Director and Assignment Editor.
- The WFSU Television Production Department offers internships primarily to students who have an interest in Media/Film Production or Communications Studies. During this reporting period, the production department had two interns/student volunteers and three extern/student volunteers.
- The WFSU Education & Community Outreach Department also offers internships to students who are interested primarily in Early Childhood Education. During this reporting period, they had six interns.
- The WFSU Digital Department had two student interns for photojournalism and graphics design to create image assets for FM News articles and one for updating website content.
- In addition, WFSU employs many FSU students throughout the academic year to work on a paid hourly basis in various departments at the station; these students typically work in positions that fall in line with their interests and/or academic studies.
- 411 Teen is a weekly program produced by WFSU-FM and hosted by Dr. Liz Holifield, who is a professor at Florida A&M University. Each week students from local area high schools serve as guest(s) on the program and address important topics that have a profound effect on teenagers. Dr. Liz Holifield and the students who participate in the program are all volunteers of WFSU.

**Initiative Title:** Facility Tours

**Initiative Description:** WFSU's facilities located at Red Barber Plaza and on the ninth floor of the State Capitol Building are open for tours during normal business hours and are available for individuals or as small/large groups. At the Red Barber facility, visitors are introduced to the beautiful Kirk Collection consisting of nearly 300 antique radios, record players, music boxes and televisions. Visitors receive a tour of the collection where they will learn all about the history of Radio/Television in America. Next, they receive a tour of the radio and television studios where they will get a "behind the scenes" look at

where all the action happens. Groups of children who participate in the tours will get a fun, sneak peek of what it feels like to be on television by practicing in front of the “green” screen and then watching the recording of themselves.

Visitors are introduced to the types of production equipment used, personnel needed for operations, and the vast array of programming produced by WFSU-TV/FM/The Florida Channel. The station’s tours provide visitors with a special “behind the scenes” view of the broadcast facility at work.

During this reporting period, 31 tours occurred at the WFSU-TV/FM facility (located at Red Barber Plaza)including:

October 2023 – 2 guests - FSU College of Music staff  
December 2023 – 40 guests - Tallahassee Bicentennial History Task Force & Mayor  
December 2023 – 50 guests - Youth Leadership Tallahassee  
January 2024 – 1 guest – FSU School of Communication Director  
January 2024 – 1 guest - JH Creative Owner  
January 2024 – 1 guest - New TV Volunteer  
January 2024 – 3 guests – FSU Film student and crew  
January 2024 – 12 guests – Deerlake Middle School News Team  
February 2024 – 2 guests – Visitor with canine actor-in-training  
February 2024 – 1 guest – FSU Associate Athletic Director  
February 2024 – 1 guest – ACC InVenture Prize Lighting Designer  
February 2024 – 4 guests – TriStar & Julia Holly Media  
February 2024 – 21 guests – FSU-CCI Political Economy of Media class  
March 2024 – 3 guests – FSU Athletics  
April 2024 – 5 guests – Institute for Intergovernmental Research  
April 2024 – 1 guest – Potential Volunteer  
April 2024 – 2 guests – Former WFSU Employee & wife  
April 2024 – 4 guests – Take our Daughters and Sons to Work Day  
May 2024 – 1 guest – Potential FM Intern  
May 2024 – 35 guests – Tallahassee Amateur Radio Society  
May 2024 – 13 guests – FSU Career Center  
June 2024 – 8 guests – Camp Shalom at Temple Israel  
June 2024 – 54 guests – Bond Elementary/LCS 21st CCLC  
July 2024 – 7 guests – Chautauqua Charter School  
July 2024 – 15 guests – LMichelle Media students  
July 2024 – 24 guests – Challenger Learning Center  
August 2024 – 40 guests – Scouting America | Suwannee River Area Council (SRAC) Pack 10 grades K-5  
August 2024 – 31 guests – SRAC Pack 118G Wolf Den grade 3  
August 2024 – 1 guest – Interested in Technical Director training  
September 2024 – 12 guest – Thomas County Central Middle School  
September 2024 – 18 guests – Deerlake Middle School News Team

During this reporting period, 7 tours occurred at The Florida Channel (located at the State Capitol Building) including:

WFSU Interns with Suzanne Smith - 4/26/2024  
Take Your Kids to Work Day - FL League - 4/25/2024  
Two Groups Pages and Messengers - 2/14/2024  
Two Groups Pages and Messengers - 2/6/2024

Two Groups Pages - 1/31/2024  
Two Groups Pages - 1/24/2024  
Two Groups Pages - 1/12/2024

**Initiative Title: Job/Career Fairs**

**Initiative Description:** Florida State University's Office of Human Resources participates in job/career fairs throughout the year. During the fairs, job seekers and attendees learn about employment opportunities available, receive job descriptions and learn how to access the online application portal through FSU's job board.

During this reporting period, WFSU Staff participated in the following job/careerfairs:

- January 2024 – FSU Part-Time Job Fair at FSU Student Union
- April 2024 - Education Team members attended an FSU Job Fair
- September 2024 – FSU School of Communications Digital Media Production “Welcome Back” event.

During this reporting period, FSU's Office of Human Resources participated in the following job/career fairs:

- January 9, 2024 - Part time Job Fair
- January 11, 2024 - Refresh Hiring Fair – CareerSource
- January 26, 2024 - Seminole Futures
- April 17, 2024 - Spring Hiring Fair FSU
- September 4, 2024 - Part Time Job Fair
- September 20, 2024 - Tyndall Job Fair

**Initiative Title: Volunteer Participation & Recruitment**

**Initiative Description:** In most every year, hundreds of people support WFSU by volunteering their time and service to participate in many different types of station events and activities. This year, because of the ongoing pandemic, the volunteer totals were lessened and in many cases were done using zoom technology. Some volunteers are even so dedicated to supporting WFSU, that they will come year after year and lend a helping hand each time WFSU recruits for a particular activity. Most frequently, volunteers participate in Membership/Donor directed activities to include WFSU-FM's live on-air pledge drives, which occur threetimes a year. Other common areas of volunteer participation include working with television production crews and assisting the Education & Outreach Department with various large events/activities hosted for the local community throughout the year. Volunteers are regularly informed of the recruitment opportunities through the WFSU website, social media, e-mail and mail distribution, word-of-mouth, and by the WFSU weekly e-newsletter that is sent out to all members of the station.

During this reporting period, WFSU participated in the following volunteer recruitment events:

- The WFSU Education department brought in volunteers throughout the reporting period at various events.
- WFSU E-Newsletter: Sent out to 30,000 people via email every week; it includes exciting information about upcoming television/radio programs, educational and community outreach activities, volunteer opportunities, station events, pledge drives, travel club opportunities, and also features a fun new cooking recipe each week.
- Summer Learning Challenge 2024: 1,000 Summer Challenge Backpacks and over 500 partner bags were packed and given out to families in our viewing area with information about WFSU and various programs that we offer, and events that they can be a part of in the future

**Initiative Title: Staff Training & Professional Development:**

**Initiative Description:** WFSU offers and supports training opportunities for staff as a means of promoting the professional development and growth of the station's employees. These opportunities build upon the employee's knowledge base and professional skills, allowing them to become more qualified for promotional opportunities and sustain growth in the future.

During this rating period, the WFSU Staff participated in the following professional development opportunities:

- Through the online harassment and bias prevention training provided by the Corporation for Public Broadcasting, employees received training on how to identify forms of harassment in the workplace and how to report suspected harassment.
- 503 participants took part in WFSU Professional Development Workshops provided by the Education department.
- TV Local Production staff met with college-level students who are taking related coursework and pursuing majors in broadcasting careers.
- A number of staff members took part in different webinars offered by CPB, PBS, and PBMA.
- Fall 2023 – PBS Service Interconnection Forums
- Fall 2023 – PBS Service Interconnection Monthly Update webinar
- Fall 2023 – Centralcast joint master control onboarding training sessions
- October 2023 – Ross XPression live graphics system training sessions
- October 2023 – “Creating Promos That Stick” NETA webinar
- December 2023 – Ross XPression live graphics system training
- Spring 2024 – High School Extern training sessions
- January 2024 – Innovate with Current: A Live User's Guide to Generative AI Tools webinar
- January 2024 – Volunteer Training on Studio and Field Cameras
- February 2024 – Volunteer Training on Mixers, Mics, and Audio Signals
- February 2024 – Volunteer Training on Live Graphics Engines
- March 2024 – Volunteer Training on Adobe Photoshop
- March 2024 – Volunteer and Extern training on Control Room Systems
- March 2024 – Wood Badge Advanced Leadership Training for Production Manager
- Spring, Summer, & Fall 2024 – Monthly Leadership Development meetings with Production Crew
- April 2024 – Sony 2400 hand-held studio camera training for crew
- April 2024 – Flash Sharing with the PBS MarCom PLC
- April 2024 – Volunteer Training on Technical Directing
- April 2024 – Live streaming with OBS software training for FSU Executive Sound
- July 2024 – Florida Supreme Court Digital Asset Spreadsheet training
- July 2024 – Ross XPression live graphics system training for crew
- July 2024 – Adobe Premiere training for crew
- July 2024 – Capcut training for crew
- August 2024 – “SEM & SEO Best Practices” PBS webinar
- August 2024 – “YouTube for You Too” PBS webinar
- September 2024 – Executive Producer for Television Applied for and received a Virtual Scholarship for NETA Conference for entire station taking place September 15-18
- September 2024 – Several staff members attended the NETA Conference in person
- September 2024 – “America @ 250 Collaboration” Florida Public Media webinar
- September 2024 – “YouTube Opportunities for Stations” Florida Public Media webinar
- September 2024 – “Using Google for Tackling election '24 and More” Florida Public Media webinar
- September 2024 – “Intro to generative AI” Florida Public Media webinar
- September 2024 – Special Collections tour at Claude Pepper Center on archival processes
- September 2024 – NETA Annual Conference. WFSU's Suzanne Smith co-hosted Generative AI

session.

The Florida State University Office of Training and Development offers a variety of training and development classes that are available to all employees throughout the year. WFSU employees are encouraged to attend the training opportunities available through the University with approval from their managers. The type of classes offered cover a variety of different topics including- Financials, Human Resources, Business Transactions, Customer Service Skills, Compliance & Organizational Development, Leadership & Supervisory Development, Diversity & Inclusion, and Personal Development Training. In addition to the individual training courses offered, FSU also offers a certificate training series program. The certificate program is comprised of several courses combined to represent a degree of knowledge and skill within a particular area of work. By completing all of the courses within a chosen series, a participant can earn a certificate for that particular subject group. The following certificates are available for employees to earn: Customer Service Certificate, Frontline Leadership Certificate, Human Resources Department Representative Certificate, Time & Labor Certificate, Sponsored Research Administration Certificate, Financial Representative Certificate, Diversity & Inclusion Certificate, and the Global Partners Certificate. These opportunities are designed to foster the professional growth and development of all staff members at Florida State University.