## Recruitment Source List

<table>
<thead>
<tr>
<th>Name</th>
<th>School/University</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MS. NANCY O’ROURKE</strong></td>
<td>AII Miami International</td>
<td><a href="mailto:norourke@aii.edu">norourke@aii.edu</a></td>
</tr>
<tr>
<td><strong>CAREER SERVICES ADVISOR</strong></td>
<td>UNIVERSITY OF ART &amp; DESIGN</td>
<td></td>
</tr>
<tr>
<td><strong>1501 BISCAYNE BLVD., SUITE 100 MIAMI, FL 33132-1418</strong></td>
<td>(305) 428-5653</td>
<td></td>
</tr>
<tr>
<td><strong>BARRY UNIVERSITY</strong></td>
<td>11300 NE 2 AVE MIAMI SHORES, FL 33161</td>
<td><a href="mailto:careerservices@mail.barry.edu">careerservices@mail.barry.edu</a></td>
</tr>
<tr>
<td><strong>BONNIE TRUNDY</strong></td>
<td>OFFICE OF CAREER SERVICES BATES COLLEGE</td>
<td><a href="mailto:purposefulwork@bates.edu">purposefulwork@bates.edu</a></td>
</tr>
<tr>
<td><strong>31 FRYE STREET LEWISON, ME 04240</strong></td>
<td>207-786-6399</td>
<td></td>
</tr>
<tr>
<td><strong>DR. NINA L. TALLEY</strong></td>
<td>BETHUNE COOKMAN COLLEGE DAYTONA BEACH, FL 32114</td>
<td><a href="mailto:Talleyn@cookman.edu">Talleyn@cookman.edu</a></td>
</tr>
<tr>
<td><strong>BROWARD COLLEGE</strong></td>
<td>SOUTH CAMPUS –</td>
<td><a href="mailto:amolina1@broward.edu">amolina1@broward.edu</a></td>
</tr>
<tr>
<td><strong>NORTH CAMPUS –</strong></td>
<td><a href="mailto:bvalera@broward.edu">bvalera@broward.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>CENTRAL CAMPUS –</strong></td>
<td><a href="mailto:sfranck@broward.edu">sfranck@broward.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>CARLOS ALBIZU UNIVERSITY</strong></td>
<td>DEPT. OF STUDENT SERVICES 2173 NORTHWEST 99th AVENUE MIAMI, FLORIDA 33172</td>
<td><a href="mailto:mleduc@albizu.edu">mleduc@albizu.edu</a></td>
</tr>
<tr>
<td><strong>BETTY GRADERA</strong></td>
<td>CAMACOL LATIN</td>
<td><a href="mailto:bettyg@camacol.org">bettyg@camacol.org</a></td>
</tr>
<tr>
<td><strong>CAREERSOURCE SOUTH FLORIDA</strong></td>
<td>HIALEAH CAREER CENTER 240 EAST 1ST AVE, SUITE 222 HIALEAH, FL 33010</td>
<td><a href="mailto:kenya.cruz@careersourcesfl.com">kenya.cruz@careersourcesfl.com</a></td>
</tr>
<tr>
<td><strong>CAREERSOURCE SOUTH FLORIDA</strong></td>
<td>NORTH MIAMI BEACH CAREER CENTER 801 NE 167 STREET NORTH MIAMI BEACH, FL 33162</td>
<td><a href="mailto:patricia.wooden@careersourcesfl.com">patricia.wooden@careersourcesfl.com</a></td>
</tr>
<tr>
<td><strong>CAREERSOURCE SOUTH FLORIDA</strong></td>
<td>NORTH SIDE CAREER CENTER DIV/WORKFORCE &amp; EMP OPS (WEO) 7900 NW 27 AVE, SUITE 200 MIAMI, FL 33147</td>
<td><a href="mailto:yamiris.carter@careersourcesfl.com">yamiris.carter@careersourcesfl.com</a></td>
</tr>
<tr>
<td><strong>BROWARD COLLEGE</strong></td>
<td>CAMPUS –</td>
<td></td>
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<tr>
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<td><a href="mailto:mleduc@albizu.edu">mleduc@albizu.edu</a></td>
</tr>
</tbody>
</table>
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MARGO BEAVER
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TAMPA, FL 33619

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FLORIDA ATLANTIC UNIVERSITY
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GOODWILL INDUSTRIES
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AMY WINTERS
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PBC WORKFORCE ALLIANCE
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CORAL GABLES, FL 33124-6930
(305) 284-5451
https://Hireacane.miami.edu

UNIVERSITY OF TAMPA
CAREER SERVICES
401 W KENNEDY BLVD
TAMPA FL 33606-1490
(813) 253-3333
https://www.ut.edu/campus-life/career-services/employer-services/hire-a-spartan

URBAN LEAGUE/BROWARD COUNTY
JOB PLACEMENT
560 NW 27TH AVENUE
FORT LAUDERDALE, FL 33311
954-584-0777

URBAN LEAGUE/GREATERR MIAMI
8500 N.W. 25 AVE
MIAMI, FL 33147
(305) 696-4450

GIGI MARSHALL, JOB POSTINGS
URBAN LEAGUE/PALM BEACH COUNTY
1700 NORTH AUSTRALIAN AVE
WEST PALM BEACH, FL 33407
561-833-1461

URBAN LEAGUE/OPA-LOCKA FL
811 PALM BEACH LAKES BLVD.
WEST PALM BEACH, FL 33405
561-835-7030

LELA JORDAN
VICKERS HOUSE
3801 GEORGIA AVENUE
WEST PALM BEACH, FL 33405
561-804-4975

DAN YEAKEL
VICKERS HOUSE
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WEST PALM BEACH, FL 33405
561-835-7030

YOUTH CO-OP, INC.
780 FISHERMAN ST.
OPA-LOCKA, FL 33054
(305) 687-2886
SOUTH FLORIDA PBS, INC.
BOARD OF DIRECTORS
Total of 25

REQUESTS FROM MEMBERS OF THE COMMUNITY:

K. Soffia
R. Blattner
M. Martell

*Personal information redacted but available upon request.
The above Recruitment Source List is continually modified/updated in order to ensure wide dissemination of information concerning our open positions and includes all organizations who have requested inclusion on this list. On a regular basis, each Recruitment Source is contacted to verify contact name, address, phone, fax and e-mail address to determine the best method for notification of our open positions.

In addition, a notice appears on our website, under Careers on both WPBT and WXEL, publicizing notification requirements and providing contact information for organizations or individuals interested in receiving open position notifications. Additionally, a 52-second on-air announcement detailing this information airs three times per week on WPBT, WXEL and WURH-Health Channel.
Full Time Job Vacancy Summaries
October 1, 2022 – September 30, 2023

Job Title: **Director, Major Gifts South**

Date Opened: 7/07/2022
Date Filled: 10/17/2022
Referral Source of Hire: Indeed

Total # of Interviewees: 5

Recruitment Sources of Interviewees

- SFPBS Website
- SFPBS Website
- Industry Referral
- Indeed.com
- Indeed.com

Total number of interviewees for all positions: 5

Total number of interviewees referred from each recruitment source:

- Industry Referral 1
- SFPBS Website 2
- Indeed.com 2

A copy of each of the foregoing vacancies was provided to each source on the Recruitment Source List.

Additional recruitment sources used for interviews not listed in the Recruitment Source List are as follows:

All positions were additionally posted on the South Florida PBS Website (https://www.southfloridapbs.org/about/careers/) WPBT Website (https://www.wpbt2.org/careers/), WXEL Website (https://www.wxel.org/careers/) Indeed (www.indeed.com), Twitter(www.twitter.com), and Facebook (www.facebook.com).

The Director, Major Gifts, South was also posted on PublicMediaJobs.org, LinkedIn (www.linkedin.com) and with Karla Mihm and Associates 305-775-5274 karla@karlamihm.com www.karlamihm.com.
Supplemental Initiative Descriptions

Initiative Title: Internship Program

Description of Initiative: The station has had a program of developing relationships with colleges/universities that provide intern candidates for many years. In lieu of compensation, these candidates receive college course credit for their semester program participation in the internship program. Our program provides the opportunity for comprehensive hands-on experience in all facets of broadcasting including broadcasting/journalism, production/programming, advertising/promotion and social media. Monica R. Westby, HR Manager, is responsible for coordinating the internship program. Following is a list of those educational institutions from which interns have been recruited:

- Ai Miami International University of Art & Design, Miami, FL
- Barry University, Miami, FL
- Brandeis University, Waltham, MA
- Broward College, Coconut Creek, FL
- Carlos Albizu University, Miami, FL
- Center of Cinematography Arts & Television, North Miami, FL
- City College, Ft. Lauderdale, FL
- Connecticut School of Broadcasting, Davie, FL
- Dillard Center for the Arts, Fort Lauderdale, FL
- Eastern Illinois, Charleston, IL
- Florida A&M University, Tallahassee, FL
- Florida Atlantic University, Boca Raton, FL
- Florida Gulf Coast University, Ft. Myers, FL
- Florida International University, North Miami, FL
- Florida Memorial University, Miami, FL
- Florida State University, Tallahassee, FL
- Full Sail Real World, Orlando, FL
- Hamilton College, Clinton, NY
- Johnson & Wales University, North Miami, FL
- Jones College, Miami, FL
- Loyola Marymount University, Los Angeles, CA
- Lynn University, Boca Raton, FL
- Miami Country Day, Miami Shores, FL
- Miami Dade College, Miami, FL
- Miami Lakes Technical Center, Miami Lakes, FL
- Northwestern University, Evanston, IL
- Nova Southeastern University, Ft. Lauderdale, FL
- Olivet Nazarene University, Bourbonnais, Illinois
- Palm Beach State College, Palm Beach, FL
- Southern Illinois University, Carbondale, IL
- St. Thomas University, Miami, FL
- SUNY Purchase, Harrison, NY
- University of Alabama, Tuscaloosa, AL
- University of Central Florida, Orlando, FL
- University of Illinois, Chicago, IL
- University of Florida, Gainesville, FL
- University of Miami, Coral Gables, FL
- University of Maryland, College Park, MD
The following is a list of the departments/divisions in which interns were used for fall semester 2022 and spring, summer and fall semesters of 2023:

<table>
<thead>
<tr>
<th>Educational Institution</th>
<th>Supervisor Overseeing Internship</th>
<th>Project/Assigned Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU</td>
<td>Anabel Cardenas, HC Marketing Specialist</td>
<td>Mktg. &amp; Comm.</td>
</tr>
<tr>
<td>FIU</td>
<td>Sarah Topf, KidVision Producer</td>
<td>KidVision</td>
</tr>
<tr>
<td>Barry University</td>
<td>Anabel Cardenas, HC Marketing Specialist</td>
<td>Mktg. &amp; Comm.</td>
</tr>
<tr>
<td>UM</td>
<td>Nathalia Lemos, Multimedia Producer</td>
<td>Content–Check, Please!</td>
</tr>
</tbody>
</table>

Spring 2023

Barry University          Anabel Cardenas, HC Marketing Specialist | Mktg. & Comm.           |

Summer 2023

FAU                      Anabel Cardenas, HC Marketing Specialist | Mktg. & Comm.           |
FIU                      Anabel Cardenas, HC Marketing Specialist | Mktg. & Comm.           |

Fall 2023

FIU                      Nicole Borrero, Producer                | YSF                       |
FAU                      Penny Bernath, Education Dir., KidVision | KidVision                |

(YSF = Your South Florida)

**Initiative Title: Job/Career Fairs**

Description of Initiative: Monica R. Westby, HR Manager, is responsible for the recruitment efforts for open positions at WPBT, WXEL or WURH and makes hiring recommendations. She attended the following job/career fairs during this reporting period:

- Diversity & Inclusion Career Fair, December 8, 2022
- Diversity & Inclusion Career Fair, March 16th, 2023
- FIU Career Expo, April 4th, 2023

At these job fairs information was provided on available positions in addition to information relative to future opportunities to students. In addition, general station and broadcasting career information as well as information on internship opportunities are provided.
Attendance at two additional job/career fairs for the period ending September 30, 2022 is described in last year’s report, more than meeting the required number of job fairs (4) in the two year term.

**Initiative Title: Participation in scholarship programs designed to assist students interested in a career in broadcasting.**

**Student Filmmaker Project**

South Florida PBS, Inc. received funding from the Community Foundation of Broward for a two-year project to help mentor five high school students as they create a film that will help spark dialogue or stories that will help residents address challenges in their communities. Both narrative and documentary film proposals were accepted, and the expected total run time of the finished film is to be approximately 5-10 minutes.

Five students were selected and spent this summer in a six-week scriptwriting workshop that helped them hone their ideas into fully fledged short film scripts. At the end of June 2023, they started work on pre-production, casting, scouting locations, and finding costumes/props. Principal photography was completed on all of the films at the end of August 2023, and in September their focus will be on editing the films. The five short films are expected to make their debut this November (2023) at the Fort Lauderdale International Film Festival.

The requirements to be considered part of the Student Filmmaker Project were the following:

- Students must be a junior or sophomore at a Broward County School.
- Students must commit to an 18-month film mentorship and production program.
- Stories must be original and should focus on addressing an area of concern for the community.
- Application deadline was March 15, 2023.

Each student filmmaker will:

- Receive guidance and support from a successful filmmaker and a TV professional.
- Learn from the pros about what it takes to create a short film that makes an impact.
- Attend networking events with film professionals and storytellers from across South Florida.
- Bring their story idea to the big screen … and to the airwaves on South Florida PBS, reaching a potential audience of 6.5 million from the Keys to the Treasure Coast.

Student Filmmaker Project website: [https://www.southfloridapbs.org/filmmaker/flip-the-script/](https://www.southfloridapbs.org/filmmaker/flip-the-script/)

**Other Engagement with Schools and Community**

March 9, 2023 - Hope Smith, Digital Media Specialist, participated in the Career Connections panel at NSU University School, speaking about her role as a Digital Media Specialist with *Changing Seas*. There were two sessions, each consisting of 45 minutes, with approximately 20 students rotating into the room for each session. The sessions began with brief introductions and were followed by 20-25 minutes of discussion and questions from students. Other panelists included an Environmental Engineer from Shell and a former Secret Service Agent. They explored how their backgrounds led them to their current positions/careers and offered advice to the 8th graders as they consider career options through high school and college.
Summer 2023 - Changing Seas and Nova Southeastern University came together once again for the NSU Summer Dive-in Film Series at Halmos College. The NSU Summer Dive-in Film Series is a series of four screenings (one for each new episodes from Season 15) from late June through early August, 2023. Alexa Elliott, Sr, Manager, Science & Environmental Content, and Hope Smith, Digital Media Specialist, moderated the Q&As with experts. Alexa Elliott was also on the panel for the mollusk episode screening and freelance producer, Liz Smith, was on the panel for the Belize episode screening.

The events took place on the following dates:

7/26/2023 - Life in the Dark: The Polar Night
8/2/2023 - Bermuda: Life at Ocean’s Edge
8/9/2023 - Mollusks: More than a Shell
8/16/2023 - Sharks in Belize: Jaguars of the Sea

Initiative Title: Training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Sexual Harassment/Discrimination Training

South Florida PBS, Inc. continues its commitment to a workplace free from any form of discrimination and/or harassment. We conduct mandatory sexual harassment and discrimination training for all staff and interns annually.

In May 2019 we rolled out our current training model which utilizes an online compliance training company, Trailiant, through which we have contracted for online Anti-Harassment and Anti-Discrimination training courses.

Each online course is comprised of bite-sized episodes presented in a Netflix-style news format. Episodes feature interactive videos that challenge employees to decide on the best approach to difficult, realistic work situations illustrating the different types of behavior that constitute sexual harassment such as unwelcome sexual advances, requests for sexual favors and other verbal or physical harassment of a sexual nature. Employee also learn about sexual harassment outside the workplace, consensual relationships and how to identify a “hostile work environment” and “quid pro quo” as defined by the Equal Employment Opportunity Commission (EEOC). The course also provides information on the corporation’s Workplace Respect and Complaint Procedures policies. The courses conclude with a question/answer session and a post training quiz.

Staff who supervise other employees were required to complete a 60-minute online course and staff that do not supervise others were required to complete a 30-minute online course. The module was disseminated to staff on April 3, 2023 and given a deadline for completion of April 28, 2023. Monica R. Westby, HR Manager, facilitated this online training. We were able to track and follow up with staff in order to ensure 100% participation.

As new staff are hired, they are required to complete this online training course as part of their new hire orientation program.