

MAET Human Resources

**EEO Public File Report
Mississippi Authority for Educational Television
d/b/a Mississippi Public Broadcasting (MAET)
January 23, 2016 – January 22, 2017
Filled Positions**

Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
ETV- Deputy Director	2/4/2016	Agency Job Posting	2	Agency Job Posting
		Agency Website	3	
		Agency Social Media	0	
		Agency Radio Station	0	
		Alabama Broadcaster's Assoc.	0	
		Alcorn State University	0	
		Antonelli College	0	
		Broadcast Employment Svcs.	0	
		Broadcasters' Desktop Resource	0	
		Catholic Charities, Inc.	0	
		Copiah-Lincoln Comm. College	0	
		Corporation for Public Broadcasting (CPB)	0	
		Delta State University – Career Services	0	
		Employment Security Comm.	0	
		GoInHouse.com In House Counsel	0	
		JSU Career Counseling	0	
		JSU Universities Center	0	
		Linked In Corp.	0	
		Media Match	0	
		Midtown Partners, Inc.	0	
		Millsaps College	1	
		Mississippi Assoc. of Broadcasters (MAB)	0	
		Mississippi Association of Personnel Administrator (MAPA)	0	
		Mississippi College – Career Services	0	
		MC School of Law	0	
		Mississippi Film Commission	0	
		Mississippi Link	0	
		Mississippi State Employment Service	0	

		Mississippi State Univ.	0	
		Mississippi Univ. for Women	0	
		Mississippi Valley State	0	
		NAACP State Office	0	
		National Education Telecommunications Association (NETA)	0	
		PBS Connect	0	
		State Personnel Board	1	
		Jewish-Christian Foundation	0	
		The Society of Broadcast Engineers (SBE)	0	
		Tougaloo College	0	
		Tulane Univ.	0	
		University of Mississippi	0	
		University of Mississippi School of Law	0	
		Urban League of Greater Jackson, Inc.	0	

Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Admin. Assistant I	3/1/2016	Agency Job Posting (MAET)	1	Agency Job Posting
		Agency Website	1	
		State Personnel Board	1	

Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Videographer Editor	3/1/2016	Agency Job Posting (MAET)	0	
		Agency Website	2	Agency Website
		State Personnel Board	5	

Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Graphic Artist Office Manager	12/1/2016	Agency Job Posting (MAET)	1	Agency Job Posting
		Agency Website	1	
		Agency Social Media	0	
		State Personnel Board	8	
		Urban League of Jackson	0	

Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Education Specialist	12/1/2016	Agency Job Posting (MAET)	0	
		Agency Website	1	
		Agency Social Media (Facebook/Twitter)	0	
		Agency Radio Announcements	1	
		State Personnel Board	6	State Personnel Board
		Urban League of Jackson	0	

Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
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Projects Officer IV, Sp	1/2/2017	Agency Job Posting (MAET)	1	
		Agency Website	1	Agency Website
		Agency Social Media (Facebook/Twitter)	0	
		Broadcasters' Desktop Resource	0	
		Media Match	0	
		State Personnel Board	1	
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Bureau Director	1/3/2017	Agency Job Posting (MAET)	1	
		Agency Website	0	
		Agency Social Media	0	
		Agency Job Posting (Mississippi Public Broadcasting) In-house/sites	0	
		Agency Website	0	
		Agency Social Media	0	
		Agency Radio Station	0	
		Alabama Broadcaster's Assoc.	0	
		All Access	0	
		Antonelli College	0	
		Asian American Journalism Association	0	
		Broadcast Employment Svcs.	0	
		Broadcasters' Desktop Resource	0	
		Corporation for Public Broadcasting (CPB)	0	
		Employment Security Comm.	0	
		Film and TV Pro USA	0	
		JSU Career Counseling	0	
		JSU Universities Center	0	
		Millsaps College	0	
		Mississippi Assoc. of Broadcasters (MAB)	0	
		Mississippi Film Commission	0	
		Mississippi State Employment Service	0	
		Mississippi State Univ.	0	
		National Assoc. of Black Journalists	0	
		National Assoc. of Hispanic Journalists	0	
		NETA	0	
		State Personnel Board	3	State Personnel Board
		Jewish-Christian Foundation	0	

		Tougaloo College	0	
		Urban League of Jackson	0	
Full Time Position Title	Date Filled	Recruitment Sources	Number Interviewed	Recruitment Source for Hiree
Graphic Artist Supervisor	1/9/2017	Agency Job Posting (MAET)	0	
		Agency Website	0	
		Agency Social Media	0	
		Other Sources	1	Other Source (Indeed)
		State Personnel Board	1	

Master List of Recruitment Sources

No	Source	Contact	E-Mail/Website	Address	Phone
1	Agency Job Posting (Mississippi Public Broadcasting) In-house/sites	Human Resources	careers@mpbonline.org	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6565
2	Agency Website	Gearlletha Stevens	www.mpbonline.org	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6273
3	Agency Social Media	Ellie Banks	ellie.banks@mpbonline.org	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6777
4	Agency Radio Station	Kevin Farrell	Kevin.farrell@mpbonline.org	3825 Ridgewood Rd. Jackson, MS 39211	601-432-6119
5	Alabama Broadcaster's Assoc.	Sharon Tinsley, Exec. Dir	www.al-ba.com stinsley@al-ba.com	2180 Parkway Lake Dr. Hoover, AL 35244	205-982-5001
6	Alcorn State University	Joey Mitchell	jmitchell@alcorn.edu awillis@alcorn.edu	1000 ASU Dr. 540 Alcorn State, MS 39096-7500	601-877-6324
7	All Access	Mark Capuano	mcapuano@allaccess.com www.allaccess.com	28955 Pacific Coast Hwy, Ste. 210 Malibu, CA 90265	310-457-6616
8	Alliance for Women in Media		http://careers.allwomeninmedia.org/		888-491-8833, Ext. 2270
9	Antonelli College	Career Services- Deidra Bolton	www.antonellicollege.edu/ didra.bolton@antonellicollege.edu	2323 Lakeland Drive Flowood, MS 39232	601-362-9991
10	Asian American Journalism Association	Antonio M. Salas	antonios@aaja.org www.aaja.org	5 Third St., Ste. 1108 San Francisco, CA 94103	415-346-2051
11	B-roll.net	Kevin Johnson	info@b-roll.net	1623 D St. NE Washington, DC 20002	
12	Belhaven College	Claire Langley	clangley@belhaven.edu	1500 Peachtree Str. Jackson, MS 39202-1789	601-968-5939

13	Broadcast Employment Svcs.		info@tvjobs.com	P.O. Box 4116 Oceanside, CA 92052	800-374-0119
14	Broadcasters' Desktop Resource	Barry Mishkind	http://www.thebdr.net/hotlinks/jobs.html	BDR@thebdr.net	
15	Career Builder		www.careerbuilder.com	200 N. LaSalle, Ste. 1100, Chicago IL 60601	773-527-3600
16	Catholic Charities, Inc.	Laquita Johnson	Laquita.johnson@catholiccharitiesjackson.org		769-572-2622
17	Copiah-Lincoln Comm. College (Electronics Department)	Celeste Williamson	Celeste.williamson@colin.edu	P.O. Box 649 Wesson, MS 39191	601-643-8711
18	Corporation for Public Broadcasting (CPB)	Jobline	http://www.cpb.org/jobline	401 Ninth Street, NW Washington, DC 20004-2129	202-879-9600
19	<i>C Cubed, Inc.</i>	Jody Compton	c3incjc@yahoo.com		601-624-0700
20	<i>Current Classifieds</i>	Kathleen Unwin	Currentpublicmedia@gmail.com	1612 K Street, N.W. Ste 704 Washington, DC 20009	877-745-8776 Ext. 1
21	Delta State University – Career Services	Davlonne Miller	d.miller@deltastate.edu	1003 West Sunflower Road Cleveland, MS 38733	662-846-3000
22	DeVry University – Career Services	B. Lovett	kfleener@devry.edu	3343 Perimeter Hill Dr. Nashville, TN 37211	901-537-2560
23	Employment Security Comm.	Clint Poole	joborder@mdes.ms.gov	5959 I-55 N. Frontage Rd., Suite C Jackson, MS 39213	601-855-3214 FAX: 601-407-1071
24	Film and TV Pro USA	Claire Daly	www.Filmandtvpro.com/us Claire@blue-compass.com	Blue Compass, Ltd.	347-391-8941

				131-132 Upper St., London, N1 1QP	
25	GoInHouse.com In House Counsel		www.goinhouse.com		
26	Hinds Comm. College (HCC)	Katie McDaniel	www.hindscc.edu/jobplacement	P. O. Box 1100 Raymond, MS 39154-1100	601-857-3609
27	Hinds Comm. College (HCC) Placement	Iyanna Colly	Iyanna.Colly@hindscc.edu	P. O. Box 1100 Raymond, MS 39154-1100	601-857-3499
28	Hinds Comm. College (HCC) Electronics Tech.	Jacob Wright	jacob.wright@hindscc.edu	P. O. Box 1100 Raymond, MS 39154-1100	601-857-3421
29	Hinds Comm. College (HCC) Rankin Branch	Kashanta Jackson	kashanta.jackson@hindscc.edu	3805 Highway 80 East Pearl, MS 39208	601-936-5552
30	Hinds Comm. College (HCC) Electronics – Rankin	Kashanta Jackson	kashanta.jackson@hindscc.edu	3805 Highway 80 East Pearl, MS 39208	601-936-5552
31	Hinds Comm. College (HCC) Jackson	Sherman Green	Sherman.green@hindscc.edu	3925 Sunset Drive Jackson, MS 39213-5899	601-987-8148
32	Hinds Comm. College (HCC) Utica	Iyanna Colly	Iyanna.Colly@hindscc.edu	P. O. Box 1100 Raymond, MS 39154-1100	601-857-3499
33	Hinds Comm. College (HCC) Utica – Voc-Tech	Iyanna Colly	Iyanna.Colly@hindscc.edu	P. O. Box 1100 Raymond, MS 39154-1100	601-857-3499
34	Holmes Comm. College – Engineering Tech.	Allison DeWeese Earline Smith	adweese@holmescc.edu esmith@holmescc.edu	P.O. Box 409 Goodman, MS 39079	Allison 601-605-3430 E. Smith – 662-472-9105
35	Jackson State Univ. (JSU) – Career Counseling	Lashanda Jordan	jobplace@jsums.edu	1400 Lynch St Jackson, MS 39217	601-968-2477
36	Jackson State Univ. (JSU) - Universities Center	Marquita Davis	marquita.s.davis@jsums.edu	3825 Ridgewood Rd. Suite 32 Jackson, MS 39211	601-432-6118

37	JournalismJobs.com	Dan Rohn	info@journalismjobs.com dan@journalismjobs.com	Oakland, CA	510-653-1521
38	Linked In Corp.		http://press.linkedin.com/	2029 Stierlin Court Mountain View, CA 94043	
39	Mashable Jobs		http://jobs.mashable.com/a/all-jobs/list	121 E. 24 th St. New York, NY 10010	
40	MediaLine.com	medialine@medialine.com	http://www.medialine.com/jobs.htm	P.O. Box 51909 Pacific Grove, CA 93950	800-237-8073
41	Media Match	Job Bank	http://www.media-match.com/usa/	8112 1/2 West 3rd Street Los Angeles, CA 90048	323 284 5589
42	Midtown Partners, Inc.	Ethel Dixon	http://midtownpartners.org jimmymay@midtownpartners.org ; etheldixon95@yahoo.com	329 Adelle Street Jackson, MS 39202	601-354-5373
43	Millsaps College – Career Center	Tonya Nations	careercenter@millsaps.edu	1701 North State Street Jackson, MS 39210	601-974-1346
44	Minnesota Public Radio		Newslink@mpr.org	480 Cedar Street Saint Paul, MS 55101	651-290-1500
45	Mississippi Assoc. of Broadcasters (MAB)	Job Bank	www.msbroadcasters.org khooten@msbroadcasters.org	855 S. Pear Orchard Rd. Suite 403 Ridgeland, MS 39157	601-957-9121
46	Mississippi College – Career Services Center	Jennifer McGill	mcgill@mc.edu	P. O. Box 4010 Clinton, MS 39058	601-925-3901
47	Mississippi College School of Law – Placement Office	Sherry Johnson	ssjohnson@mc.edu	151 East Griffith Street Jackson, MS 39201	601-925-7100

48	Mississippi Film Commission	Nina Parikh	nparikh@mississippi.org	Woolfolk State Office Bldg, 501 N. West St., 5th Floor, Jackson, MS 39201 / P.O. Box 849, Jackson, MS 39205	601-359-3297 Fax: 601-359-5048
49	Mississippi Link – Classified Ads	Jackie Hampton	www.mississippilink.com jlinkads@bellsouth.net	P. O. Box 31238 Jackson, MS 39286	601-353-0560
50	Mississippi State Employment Service	Rachael Whatley & Silver Johnson	rwhatley@mdes.ms.gov sjohnson@mdes.ms.gov	5959 I-55 N. Frontage Rd., Ste. C Jackson, MS 39213	601-321-7931
51	Mississippi State Univ. – Career Services Center	Scott Maynard Martha Jones	smaynard@career.msstate.edu mjones@career.msstate.edu	P. O. Box P Miss. State, MS 39762-5515	662-325-3344
52	Mississippi Univ. for Women – Career Services	Towanda Williams	tjwilliams@muw.edu www.collegecenter.com/muw	1100 College Str., W-1624 Columbus, MS 39701-5800	662-241-7619
53	Mississippi Valley State	Career Services Center- Tiffany Wallace	trwallace@mvsu.edu careerservices@mvsu.edu	MVSU 7225 14000 Highway 82 West Itta Bena, MS 38941-1400	662.254.3441 662.254.7065 FAX
54	NAACP State Office	Derrick Johnson	NAACPMS@bellsouth.net www.naacps.org	1072 W. JR Lynch Str. Jackson, MS 39203	601-353-6906
55	National Alliance of State Broad-casting Associations		http://www.asbaonline.net/		
56	National Assoc. of Broadcasters Education Foundation (NABEF)	Rumana Sultana	Broadcastcareerlink.com nabef@nab.org	1771 N. Street NW Washington, DC 30036	202-429-5428
57	National Assoc. of Black Journalists	Stephanie McGee	Stephanie.McGee@boxwoodtech.com	1100 Knight Hall, Ste. 3100, College Park, MD 20742	866-964-2765, ext. 2718
58	National Assoc. of Hispanic Journalists		nahj@nahj.org http://nahj.ihispano.com	1050 Connecticut Ave., NW, 10 th Floor	202-662-7145

				Washington, DC 20036	
59	National Education Telecommunications Association (NETA)	Maryanne Schuessler	Maryanne@netaonline.org www.netaonline.org	P.O. Box 50008, Columbia, SC 29250; OR 939 S. Stadium Rd., Columbia, SC 29201	803-799-5517 Ext. 104
60	National Education Writers Association		ewa@ewa.org www.ewa.org	2222 P St., NW, Ste. 201, Washington, DC 20037	202-452-8930
61	NPR List Serve	Russell Lewis	rdlewis@npr.org	NPR 635 Massachusetts Ave., NW. Washington, DC 20001	202-513-3232
62	PBS Connect	PBS Connect Forums	http://connect.pbs.org www.mypbs.org	1320 Braddock Pl Alexandria, VA 22314	773-739-5132
63	Production Hub	Job Bank	www.productionhub.com	ProductionHUB, Inc. 1806 Hammerlin Ave Winter Park, FL 32789	877-629-4122 Fax: 407-629-8884
64	Public Relations Assoc of Miss. Chapters (PRAM) - Central	Kassi Rushing	kassi.rushing@horne-llp.com	1701 N. State Street Jackson, MS 39210	601-974-1033
65	Public Relations Assoc. of MS Chapters – Gulf Coast Chapter – Pascagoula	Amanda Parker	aparker@singingriver.com	www.prambeach.com No address available	
66	Public Relations Assoc. of MS Chapters – Meridian Chapter	Pace Cooke Emmons	pцемmons@weemsmh.com	Weems Comm. Mental Health Center P.O. Box 2862 Meridian, MS 39302	601-483-4821
67	Public Relations Assoc. of MS	Melissa Bryant	melissabryant@coastepa.com	No address available	800-624-3348

	Chapters – MS Beach Chapter – Gulfport				
68	Public Relations Assoc. of MS Chapters – Northeast Chapter – Tupelo	Jennifer Strunk	Jennifer.strunk@mss-traceway.org	No address available	
69	Public Relations Assoc. of MS Chapters – Oxford/ Ole Miss	Laine Mitchell Pam Swain	lainedill@gmail.com pam@oxfordms.com	The Inn at Ole Miss, 1 Alumni Drive Oxford, MS 38655	662-234-2331
70	Public Relations Assoc. of MS Chapters – Pine Belt – Hattiesburg	Amber Ross Hartfield	amberross.hartfield@gmail.com	No address available	Not accurate
71	Public Relations Assoc. of MS Chapters – PRAM – Columbus	Brennan Dulaney	bdulaney@wcbi.com	No address available	662-327-4444
72	Public Relations Assoc. of MS Chapters – River City – Vicksburg	Leigh Cook	lcook@warren-yazoo.org	No address available	
73	Public Relations Assoc. of MS Chapters – Starkville MS State Chapter	Leighton Spann	leightos@ext.msstate.edu www.starkvillepram.org	No address available	
74	Radio Television Digital News Assoc. (RTDNA)	Ryan Murphy	ryanm@rtdna.org messages@email.production.mem bersuite.com	529 14 th St., NW, Ste. 425, Washington, DC 20045	800-807-8632
75	SimplyHired.com		www.simplyhired.com	370 San Aleso Avenue, Ste. 200 Sunnyvale, CA 94085	
76	Society of Professional Journalists		www.sbj.org	Eugene S. Pulliam National Journalism Ctr., 3909 N. Meridian St., Indianapolis, IN 46208	317-927-8000

77	Southern Public Relations Federation	Kristie Aylett	ka@kardconsulting.com		
78	State Personnel Board	Adriane Lockett	www.mspb.ms.gov	301 North Lamar Str. Jackson, MS 39201	601-359-1406
79	The Association of Independents in Radio		www.airmedia.org	1452 Dorchester Ave., 2 nd Floor Dorchester, MA 02122	617-825-4400
80	<i>The Clarion Ledger</i> – Classifieds	Beverly Brown	beverlybrown@jackson.gannett.com	P.O. Box 40 Jackson, MS 39225	601-961-7125
81	The Jewish-Christian Foundation, Inc	Sarah D Johnson	Sara.johnson@sdjohnsoncollection.com	P.O. Box 745 Canton, MS 39046	601-540-8929
82	The Society of Broadcast Engineers (SBE)	Jobs Online Scott Jones	www.sbe.org kjones@sbe.org	9102 N. Meridian St., Ste. 150 Indianapolis, IN 46260	317-846-9000
83	<i>Times Picayune</i>	Nancy Bordlee	nbordlee@timespicayune.com	3800 Howard Avenue New Orleans, LA 70125	P 504-826-3513 F 504-826-3490
84	Tougaloo College – Career Planning & Placement	Clifton Paige	cpaige@tougaloo.edu	500 W. County Line Rd. Tougaloo, MS 39174	601-977-7817
85	Tulane Univ.	Susan Mickey	smickey@tulane.edu	6823 St. Charles Ave. New Orleans, LA 70118	504-865-5000
86	University of Mississippi	Jonathan Harrington	jonathan@career.olemiss.edu	303 Martindale Center P. O. Box 1848 University, MS 38677-1848	662-915-7174
87	University of Mississippi School of Law – Career Services	Kristen Flierl	kfflierl@olemiss.edu	Lamar Law Center P.O. Box 1848 University, MS 38677	662-915-7361 x 6830

88	Univ. of Southern Mississippi – Career Planning & Placement	Kathy Killam	kathleen.killam@usm.edu	118 college Drive, Box 5014 Hattiesburg, MS 39406	601-266-4153
89	University of West Alabama (Assistant Professor of Journalism)	Amy H. Jones	ajones@uwa.edu	UWA Station 22 Livingston, AL 35470	205-652-3558 (205) 652-3589 Fax
90	Urban League of Greater Jackson, Inc.	Willie M. Cole	None – mail job announcements to address listed	2310 HWY 80 W. Bldg. 1 Suite E Jackson, MS 39204	601-714-4600
91	Virginia College	Milton Anderson	Milton.anderson@vc.edu	4795 I-55 North, Jackson, MS 39206	601-977-0960 OR 601-572-3385

MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION

D/B/A MISSISSIPPI PUBLIC BROADCASTING EMPLOYMENT OUTREACH EFFORTS January 23, 2016 through January 22, 2017

MAET utilizes a number of outreach methods to make sure that notice of all job vacancies is widely disseminated, all employment opportunities are non-discriminatory, the MAET workplace is free of discrimination and that MAET's Equal Employment Opportunity practice continually grows and expands. Below are the details of these efforts.

Job Announcements to Minority Organizations – MPB - Mississippi Authority for Educational Television (hereinafter, "MAET") has direct contact to a wide diversity of qualified individuals, and forwards most job announcements to a number of Mississippi community colleges and universities including several of the historically African-American universities (i.e. Alcorn State University, Jackson State University and Tougaloo College). MAET also sends most job announcements to the minority organizations of Urban League of Greater Jackson as well as the national and state offices of the NAACP. Finally, MAET advertised most job announcements in the minority owned newspaper, *Mississippi Link*.

The two most effective resources for reaching a diverse population of Mississippians continues to be the Mississippi Employment Security Commission and the Mississippi State Personnel Board's website www.mspb.ms.gov. The Commission maintains at least one employment center in every county of Mississippi and serves the larger metropolitan areas through several employment centers, and the Mississippi State Personnel Board allows every candidate to apply for open positions through the use of its' website.

Internship Program. MAET internship program, during 2016 and thus far in 2017, placed seventeen (17) interns in various departments throughout the agency. Those departments include news and public affairs, radio, education services, production, human resources, support services and communications. MAET's internship program serves as an effective way to reach potential employees and mentor students.

On-Air Announcements. MAET also airs on television and radio a weekly announcement giving information where organizations could request MAET's job announcement information. The announcement runs every week on television every Wednesday night on or around 7:56:46 p.m. and airs on radio every Saturday morning at 6:17:00 a.m. The text of the announcements states:

Mississippi Public Broadcasting is looking for organizations that regularly distribute information about employment opportunities to job seekers or have job applicants to refer. Mississippi Public Broadcasting is an Equal Opportunity Employer and encourages minorities and females to apply. If your organization would like to receive notification of job vacancies at Mississippi Public Broadcasting, notify our Human Resources department by writing to careers@mpbonline.org or by calling 601-432-6565.

Assessment of MAET's Distribution of Job Vacancies. MAET sends e-mail assessment forms to all persons who expressed interest in working for MAET requesting information on how they learned of the job vacancy. The message is used in conjunction with our *Voluntary Self Identification Form*. The message and form asked the applicant to select where they learned of MAET's job announcement coupled with information about which position the applicant applied. It was made clear to the applicant that their response is optional, voluntary, the answers would not affect their opportunity for employment, will not be used for employment decisions and that the response is only used for reporting purposes.

For 2016, we received 92 responses. Out of these responses, the largest numbers indicate the top places where people learn of openings at MAET are (1) State Personnel Board Website, (2) MPB Agency Website at www.mpbonline.org, (3) MPB Job Announcements (4) MPB Radio, and (5) Other (Indeed, Career Builder, LinkedIn, Colleges),

MAET continues to seek diverse and economically efficient resources to guarantee even greater access to a diverse workforce.

January 23, 2016 – January 24, 2017

Long-term recruitment initiatives

- a. **Internship Program** - Continuation of an extensive on-going licensee internship program. The opportunity for an internship with the Mississippi Authority for Educational Television is offered to all students enrolled in or recently graduated from an institution of higher learning. Occasionally, the agency will make an exception and allow individuals who are not enrolled in or graduates of an institution of higher learning. The agency has submitted internship information to all universities, junior colleges and community colleges in Mississippi for several various internships that were available in 2016 and early 2017. Further, internship information is made available to the public via the agency's website. The internships available and filled in 2016 and early 2017 included internships in the areas of human resources, communications, news and public affairs, support services, radio and production. At the time of this report, MAET had seventeen (17) interns working on-site in various areas throughout the agency. The intern pool included both male and female applicants. Upon approval of students' respective institutions of higher learning, students may receive credit for these internships. A midterm and final evaluation has been created by MAET to forward to the intern's respective professor and institution of higher learning.

Interns interested in the legal profession apply through American Bar Association's accredited Mississippi College School of Law's extern program. Students enroll in the legal extern class through the law school, attend an interview with the professor and the professor makes a recommendation to MAET based upon grades, interview and interest. The student is exposed to issues dealing with contract negotiation, intellectual property licensing, entertainment contracts, and employment law issues working within federal and state guidelines. The extern must work with the Agency for a minimum of 135 hours per semester, prepare a report for the law school and receives a grade from the Agency. The first legal extern began fall semester 2011 and MAET has continued the program with having an extern most semesters. MAET had two (2) legal externs who interned in 2016.

b. Training Program and Equal Employment Opportunity Training – Providing training to management-level personnel as to methods of insuring equal employment opportunity and preventing discrimination and providing training to enable employees to acquire skills for higher-level positions eligibility. MAET offers three (3) avenues for training and continuing education. The venues include (1) training offered via the State Personnel Board, (2) in-house training and (3) attending training & development conferences. Trainings are open to all employees of the agency without regard to race or gender.

- i. *Training Offered via the State Personnel Board.* The training programs available to various level employees at MAET are evolving and organic programs according to what the Mississippi State Personnel Board mandates and/or offers to state employees. These programs are designed to provide information and skill development to supervisors on the fundamentals of supervising people and programs in government and to assist them with gaining knowledge required of supervisors and/or to reach educational benchmarks, which the agency encourages. This training is essential to state employees' acquiring the skills necessary to continue to qualify for higher-level positions and advancement.

Basic Supervisory Course. This one week training program is designed to develop leadership and supervisory skills for frontline supervisors of governmental entities. The program includes a wide range of topics with emphasis on practical application in state, local and district government. In total three (3) individuals received training on this program.

Performance Development Assessment Training. This program is designed to develop well-trained managers in state government by providing a structured process to assess and evaluate employee performance. Twenty (20) managers/supervisors received training in this program.

ii. *In-House Training.*

Performance Development System – 2016 State Personnel Board’s Developmental Consultant taught management responsibilities as it relates to evaluating employees.

MAGIC- Shopping Cart Training. Business Service employees have on-going training for this menu-driven software, as its replacement for the legacy system.

iii. *Conference Attendance.*

The agency also sends many employees to various conferences throughout the year. These conferences provide professional development and are available to employees without regard to gender or race. Below is a list of the different conferences MAET employees attended.

Executive Director

- Associated Press Media Editors – January 10-11, New York, New York
- Association of Public Television Public Media Summit – February 21-25, D.C.
- National Educational Telecommunications Association meeting – March 10-11, Atlanta, GA
- Public Broadcasting System board meeting – April 4 – 6, D.C.
- Public Broadcasting System annual conference – May 15-19, Chicago
- Public Broadcasting System board meeting – June 15-17, D.C.
- Organization of State Broadcasting Executives – June 21-23, Portsmouth, NH
- National Association of Black Journalists Conference – August 3-7, D.C.
- Associated Press Media Editors Conference – September 11-14, Philadelphia, PA
- National Educational Telecommunications Association Conference – Sept. 19-21, Baltimore
- Association of Public Television Stations Retreat – November 14-16, Alexandria, VA

Director Property & Fleet Management

- MS Association of Governmental Purchasing & Property Agents - October 23-26, Natchez, MS

Payroll Manager

- MAPA Conference, October 4 – 7, 2016, Biloxi, MS
- MAPA meeting FLSA changes, June 8, 2016, Madison, MS Dept. Rehabilitation Services
- MAPA meeting Workers Compensation updates, October 21, 2016, Jackson, MS

Purchasing Manager

- MAGPPA Annual Conference, October 23-26, 2016, Natchez, MS
- Certified MS Purchasing Agent Course, July 19, 2016, Jackson, MS

Human Resources Director

- ERC Health Fair, January 28, Jackson, MS
- MAPA Quarterly Meetings, March, June, September 2016, Jackson, MS
- SHRM Conference, June 2016, Washington, DC
- ERC Health Fair, January 28, Jackson, MS

- MAPA Quarterly Meetings, March, June, September 2016, Jackson, MS
- ACA Changes, March 3, 2016, Jackson, MS

Human Resource Specialist

- HRCP, January 26, 2016, Jackson, MS
- MAPA Annual Conference, October 2016, Biloxi, MS
- Active Health Wellness Seminar, Monthly 2016, Jackson, MS
- ACA Changes, March 3, 2016, Jackson, MS
- ERC Health Fair, January 28, Jackson, MS
- MAPA Quarterly Meetings, March, June, September 2016, Jackson, MS

Director Tech Services

- PBS Tech Con, Assistant Director of TV, April 2016, Las Vegas
- ProTrack training, ADT, July 2016, MPB IVN classroom

Administrative Assistant Tech Services

- Administrative Professional Day Seminar - Eagle Ridge Conference Center April 27, 2016

Branch Director Tech Services

- Jan. 21: Electronics Design Webinar: 5 Ways your DMM is Lying to You
- Jan. 26: Grass Valley Group Webinar-Interoperability: Technology behind the Standards
- Jan. 27: Electronic Design/Keysight Webinar-Fundamentals of Arbitrary Waveform Generation.
- Apr. 21: Keysight Webinar: Mixed Signal Oscilloscopes
- May 18: Keysight PAM-4 Webinar
- May 23: Wellness meeting.-Auditorium
- June 30: Triveni Webinar- PSIP, SCTE-65 and DVB-SI, Applications for Broadcast Networks.
- July 26: Triveni Webinar: MT-50 with HEVC Applications Overview.

Staff Officer Tech Services

- PBS TechCon - Las Vegas, NV April 13-16.
- National Association of Broadcasters Convention - Las Vegas, NV April 18-20
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Projects Officer Production

- ProTrack Training - July 14, 15, 18, and 19, 2016, MIVN Room

Branch Manager Production

- Allegiance Training - Oct. 3-7, 2016, MPB IVN Room

Staff Officer Production

- PBS Annual Meeting in Chicago May 2016
- BBC Showcase in Denver September 2016
- American Public Television Fall Marketplace in Washington DC November 2016

Senior Producer

- Myers Pro-Track training, July 2016 @MPB
- Allegiance software training, October 2016 @ MPB
- PMM initial orientation December 2016 @ MPB

Managing Editor

- PRNDI News Manager Training - St. Louis, MO June 22-25, 2016

Director of Radio

- Public Radio Programming Conference - September 2016, Phoenix AZ.

Radio Projects Officer

- Foundation training – July 14 & 25th, October 3rd

Special Projects Officer Community Engagement

- MLI Dropout Prevention Conference at JSU e-Center June 7, 2016
- Advancing Mississippi Conference at JSU e-Center June 9, 2016
- MPB Education Planning Meeting & Staff Development August 17-19, 2016

Director of Community Engagement

- American Graduate Webinar January 21, 2016
- NDPC Webinar-Solutions to the Dropout Crisis March 8, 2016
- SR1 Underage Drinking Prevention Town Hall Meeting March 17, 2016
- MLI Dropout Prevention Conference at JSU e-Center June 7, 2016
- Advancing Mississippi Conference at JSU e-Center June 9, 2016
- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- NDPC Webinar-Solutions to the Dropout Crisis September 13, 2016
- NETA Conference Baltimore, MD September 18-21, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016
- Positioned for Progress Conference at Jackson Convention Complex November 3-4, 2016

Administrative Assistant Education

- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016

Director of Instructional Resources

- EDC Webinar - Assessment in Online Learning May 3, 2016
- Southern Minority Leadership Conference, Biloxi, MS May 31-July 3, 2016
- PBS KIDS Scratch Jr. Workshop August 10, 2016
- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016
- DevLearn Conference, Las Vegas, NV November 16-18, 2016

Technology Specialist

- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016

Director of Education

- PBS KIDS Values Workshop, Costa Mesa, CA February 2-4, 2016
- Ready To Learn Advisor-Partner Meeting, Washington, DC February 18-19, 2016
- Ready To Learn Needs Assessment Webinar April 11, 2016
- PBS KIDS Marketing & Communications Webinar April 12, 2016

- PBS Annual Meeting May 15-19, 2016
- IEL Family & Community Engagement Conference, Pittsburgh, PA June 20-22, 2016
- Ready To Learn Family Creative Learning Workshop June 22-23, 2016
- Mississippi Association of Partners in Education Planning Meeting July 28, 2016
- New America Summit, Washington, DC August 1-3, 2016
- Ready To Learn Family Creative Learning Workshop August 10, 2016
- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- MCEE Annual Forum on American Enterprise September 6, 2016
- NETA Conference Baltimore, MD September 18-21, 2016
- Ready To Learn Station Meeting, Baltimore, MD September 21-22, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016
- MPB Financial Wellness Seminar October 26, 2016
- Excel by 5 Summit November 10, 2016
- American Graduate Webinar December 5, 2016
- Ready To Learn Webinar – Teaching Resources December 15, 2016

Director of Early Childhood

- Mississippi Early Childhood Alliance Conference February 20, 2016
- Ready To Learn Family Creative Learning Workshop August 10, 2016
- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- NETA Conference Baltimore, MD September 18-21, 2016
- Ready To Learn Station Meeting, Baltimore, MD September 21-22, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016

Special Projects Officer Early Childhood

- Ready To Learn Family Creative Learning Workshop August 10, 2016
- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016

Broadcast Technician 1 MIVN

- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016

Broadcast Technician 2 MIVN

- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016

Community Engagement Specialist

- American Graduate Webinar January 21, 2016
- NDPC Webinar-Solutions to the Dropout Crisis March 8, 2016
- SR1 Underage Drinking Prevention Town Hall Meeting March 17, 2016
- MLI Dropout Prevention Conference at JSU e-Center June 7, 2016
- Advancing Mississippi Conference at JSU e-Center June 9, 2016
- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- NDPC Webinar-Solutions to the Dropout Crisis September 13, 2016

- NETA Conference Baltimore, MD September 18-21, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016
- Positioned for Progress Conference at Jackson Convention Complex November 3-4, 2016

Education Specialist Community Engagement

- Ready To Learn Advisor-Partner Meeting, Washington, DC February 18-19, 2016
- Ready To Learn Family Creative Learning Workshop August 10, 2016
- MPB Education Planning Meeting & Staff Development August 17-19, 2016
- NETA Conference Baltimore, MD September 18-21, 2016
- Ready To Learn Station Meeting, Baltimore, MD September 21-22, 2016
- MPB Education Planning Meeting & Staff Development October 20-21, 2016

Public Relations Director

- Public Relations Workshop – Hattiesburg, MS September 20, 2016

Digital Media Specialist

- Passport webinar, November 2016, Jackson, MS
- NETA Social media webinar, March 2016, Jackson, MS
- PBS Digital webinar on Bento 3.0, October 2016
- PBS Kids 24/7 webinar, April 2016, Jackson, MS

Director of Communications & Underwriting

- APTS Webinar, February 16, 2016, MPB
- Public Media Summit, February 22-24, 2016, Washington, D. C.
- Asana Training, January 29, 2016, MPB/MIVN
- Public Broadcasting 101, February 17, 2016, MPB via webinar
- PBS 24/7 Webinar, March 29, 2016, MPB
- RTL Grant, April 14, 2016, MPB via teleconference
- FCC Guidelines (Toanya J. Kessé, PBS), April 22, 2016, MPB via teleconference
- Nielsen Training, May 5, 2016 & October 2, 2016, MPB boardroom
- State of Mississippi Strategic Planning Process Training, June 15, 2016, Jackson, MS
- MPB - Allegiance Fundraising Demo, June 28, 2016, MPB boardroom teleconference
- Detroit Public TV – Underwriting – Jamie Westrick, July 21, 2016, MPB via teleconference
- Passport Webinar, November 9, 2016, MPB
- Bento 3 (Amy Lust), November 21, 2016, MPB boardroom teleconference

Account Executive

- January: Backstage Pass- Meridian, MS
- February: PBS Kids Value Workshop- Costa Mesa, CA
- June: Copy approval process- Webinar
- August: Public Media Communications & Development Conference- Boston, MA
- September: Neilson Training- Webinar/Conference Call
- September: ProTrack Finance Updates- Conference Call
- October- Neilson Training- Webinar/Conference Call
- November- Passport Training- Webinar/ Conference Call

c. Participation in at least four (4) job fairs by station personnel with hiring responsibilities.

March 10, 2016; Mayor Youth Employment Expo

MAET participated in a career fair in Jackson 9:00 a.m. – 2:30 p.m. This event will provide MAET with the opportunity to market the agency on to the youth of Jackson, and identify potential employees and internship positions. Approximately 70 youths attended the MAET booth. The Personnel Officer was the agency representative with internship and hiring responsibilities at this event.

March 31, 2016: Governor's Job Fair EmployAbility Career Fair

MAET participated in the EmployAbility Job Fair (Governor's Job Fair Network of Mississippi) - 10:00 a.m. until 3:00 p.m. at the Mississippi Agriculture & Forestry Museum Sparkman Building. This event is to promote the hiring of Mississippians with Disabilities and to encourage those with disabilities to seek employment within state agencies. Approximately 50 individuals visited the MAET booth. The Human Resources Director and Personnel Officer were the agency representatives with hiring responsibilities at this event.

April 13, 2016; Hinds Community College Job Fair 2016.

MAET participated in a career and internship fair at Hinds Community College from 9:00 a.m. – 12:00 p.m. This event allowed representatives from our agency to recruit students for employment and internships. Approximately thirty (30) students attended the MAET booth. The Human Resources Director and Personnel Officer were the agency representatives with hiring responsibilities at this event.

June 14, 2016; New Horizon Church Career Fair 2016

MAET participated in a career fair at New Horizon Church from 9:00 a.m. – 3:00 p.m., at the church location. This event allowed representatives from our agency to recruit qualified prospects for employment. Approximately forty-two (42) students attended the MAET booth. The Human Resources Director and Personnel Officer were the agency representatives with hiring responsibilities at this event.

November 16, 2016: Jackson Alliance Job Fair

MAET participated in a career fair in Jackson 8:00 a.m. – 2:00 p.m. This event allowed representatives from our agency to recruit candidates for employment and internships. Approximately forty-five (45) students attended the MAET booth. The Personnel Officer and Director were the agency representatives with hiring responsibilities at this event.

- d. The listing each upper-level opening in a job bank or newsletter of a media trade group with a broad-based membership, including participation of women and minorities (such a state broadcasters association).**

Our hiring chart will demonstrate that this prong was accomplished.