



## WUCF TV Compliance Policy Implementation

WUCF TV operates as public television Station, supported in part by the Corporation for Public Broadcasting. As such, WUCF TV implements open meetings, open financial records and equal employment opportunity hiring procedures as outlined in the Station's [CPB Compliance Policies](#)).

### **Open Meetings:**

WUCF TV is licensed to the University of Central Florida (UCF). UCF's Board of Trustees is responsible for the oversight and governance of the University, including WUCF TV. Per Article VII of the University of Central Florida's Board of Trustees Fourth Amended and Restated Bylaws, Board meetings are open to the public.

Announcements of the Station's meetings can be found here: [Open Meetings](#)

The link provides the schedule of meetings for the Board of Trustees (BOT) and the Committees such as Advancement, Audit and Compliance, Compensation and Labor, Education Programs, Finance and Facilities, Nominating and Governance and Strategic Planning. Date, time, location, agenda and minutes are included in the schedule. Physical address of the various locations are disclosed in Station's "Open Meeting Policy" page.

### *Closed Meetings*

It is allowable to hold Closed Meetings, or to close an Open Meeting, when discussing any of the following:

1. matters concerning individual employees;
2. proprietary information;
3. litigation and other matters requiring confidential advice of counsel;
4. commercial or financial information obtained from a person on a privileged or confidential basis;
5. the purchase of property or services, if the premature disclosure of the transaction would compromise the Station's business interests.

### **Step by Step Procedures:**

- 1) On a monthly basis, the Station's Director of Finance and Administration (F&A) or the Administrative Services Coordinator will review the Agenda of the BOT and Committee meetings to determine whether the open meetings provisions apply. The Station's website provides a link to the BOT and the Committees' meeting schedule for the full year.

For closed meetings, if any, Director of Finance and Administration or the Administrative Services Coordinator will prepare a written statement within ten (10) days of the closed meeting made publicly available. The statement will be filed in the Compliance binder located in the Station's copy room and filed in SharePoint under the WUCF shared documents/WUCF TV Compliance folder.

- 2) The Director of Finance and Administration and the Administrative Services Coordinator will create a checklist listing the schedule of meetings. This will be updated monthly. The file will be saved in SharePoint and filed in the Compliance Binder.
- 3) On a bi-annual basis, the Director of Finance and Administration or the Administrative Services Coordinator will take a screenshot of the open meetings policy page on Station's website and of the schedule of meetings. This will be filed both in SharePoint and in the Compliance binder.
- 4) When there is a new location designated for the meetings, the physical address of the new location will be updated on the Station's website Open Meeting policy page. The Director of Finance and Administration or the Administrative Services Coordinator will request from the Station's Director of Communication to update the website accordingly.
- 5) If there are any changes to the scheduled meetings, correspondence will be filed in SharePoint and in the Compliance binder.

**Open Financial Records:**

WUCF TV complies with the Open Financial Records policy, per Regulation 2-100.2 of the Florida Public Records Act. Financial records can be found in the Financial Statements section of the [Policies & Reports](#) page.

The Station will ensure members of the public without access to the internet can review the documents the Station posts on its website to comply with CPB's requirements regarding the provisions of section 396(k)(5).

**Step by Step Procedures:**

- 1) Members of the public may choose from the following options to review the documents:
  - a. WUCF TV will provide a computer at its premises with access to the documents via the Station's website or the WUCF TV SharePoint site.
  - b. WUCF TV will provide access to the Compliance binder with the printed documents. The binder is located in the copy room.
- 2) Members of the public can visit the Station Monday through Friday from 9:00 a.m. to 4:00 p.m. at:

12461 Research Parkway, Suite 550  
Orlando, FL 32826

*Note: WUCF TV closes its office in observance of Federal holidays in addition to University closures.*

- 3) Upon arrival, members of the public will check in with and inform the receptionist of the purpose of the visit and the method by which they wish to review the documents.
- 4) The receptionist will inform the Director of Finance and Administration or the Administrative Services Coordinator who will provide the visitor with access to the documents.
- 5) Copies of the documents are available for \$.10/page.

- 6) WUCF TV retains financial records for a period of three years following the close of the relevant CSG spending period that dictates saving electronic or paper copies of the records made publicly available as well as periodic screen shots of information posted on the web.

### **Use of Grant Funds and Recordkeeping**

WUCF TV makes the following publicly available: the annual Audited Financial Statements and the Annual Financial Reports submitted to CPB. These reports can be accessed on the Station's website, and a hard copy is available at the Station's office located at:

12461 Research Parkway, Suite 550  
Orlando, FL 32826

WUCF TV adheres to a discrete accounting system, which allows the grantor and auditor to discretely track funds within the accounting system.

The Station expends all of the CPB CSG funds on the PBS annual dues.

WUCF TV complies with the CSG use policy explicitly prohibiting CSG funds from being:

- Used for purpose of conducting any reception or providing any other entertainment for any officer or employee of the Federal government or any State or local government;
- Used, other than for normal and recognized executive-legislative relationships, for publicly or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress or any State legislation itself;
- Used to pay the salary or expenses of the Station, or agent acting for the Station, related to any activity designed to influence any legislation or appropriation before Congress or any State legislature: and
- Expended on the production, acquisition or distribution of programs, unless they are CPB Qualified Programming.

### **Diversity Statement**

WUCF TV is a departmental unit of the Division of Communications and Marketing at the University of Central Florida (UCF). WUCF follows the [Statement on Diversity and Inclusion](#) by the University of Central Florida's Office of Diversity and Inclusion, as well as UCF President John C. Hitt's [Statement Regarding Equal Opportunity and Affirmative Action](#).

In adherence with the University's Office of Diversity & Inclusion diversity statement:

WUCF TV is strongest as a public media entity, employer and community leader when we bring diverse thought and experience to our decision making, programming and interaction among community members.

WUCF TV recognizes that each of us is an intersection of many aspects of diversity emphasizing the complexity of our experiences and the need to develop a culture that appreciates difference and views diversity as a strength in its role in public media.

WUCF TV uses public media to tell the stories, embracing the various dimensions of diversity—race, ethnicity, age, gender identity and expression, national origin, socio- economic status, and religion.

The Station’s workforce reflects diversity as follows:

77% White  
3% Black  
17% Hispanic  
3% Asian  
54% Females  
46% Males

#### Annual Review

Station management will hold an annual meeting in which the Grantee Official and Licensee Official review: the Station’s diversity goal; its practices designed to fulfill the Station’s commitment to diversity; and its practices to meet the applicable Federal Communications Commission’s equal employment opportunity requirements. The meeting and the topic discussed will be memorialized and retained at the Station.

#### Station Annual Report to Satisfy the Diversity Eligibility Policy

WUCF TV strives to engage with its community in a variety of ways through television, online, social media and events.

During the past two years, WUCF TV aired programming and participated in events that represent the diverse communities in Central Florida. The Station aired national programs including “America by the Numbers,” “Makers: Women Who Made America,” “Latino Americans,” “The Vietnam War,” and “Real Boy.”

The Station held events that expanded its community outreach and joined 10 other community events. These include the Orlando Veterans Day Parade, the Orlando Come Out With Pride Parade, and the Taking Your Pulse Town Hall event. As part of its Veteran’s Coming Home Project, WUCF TV produced a 30-minute special featuring veterans and veteran-service organizations in Central Florida who are making positive impacts. This special aired during the screening of “The Divide.” WUCF TV filmed the Courageous Conversations a Town Hall that addressed Vietnam and Veterans issues in Central Florida. WUCF TV partnered with the Orange County Regional History Center to host a preview screening of “The Vietnam War.”

In an effort to reach its diverse community, WUCF TV submits all job vacancies to the Asian, African-American and Hispanic Chambers of Commerce among other diverse organizations.

The Station also provides on-going diversity and inclusion training to its staff.

WUCF TV has set the following diversity goals for fiscal years 18-19:

- Expand the recruitment sources used to announce position vacancies to actively seek and ensure appropriate representation within the staff;
- Provide an opportunity for all staff to obtain the certification of UCF Inclusion Champion Program;
- Continue to air diverse programming;
- Host or participate in community events that promote WUCF TV and help viewers connect with public television's mission of education while expanding viewers' worlds and helping them explore places they may not otherwise experience.
- WUCF TV remains committed to seeking the best-qualified person to fill each available position. The Station is an equal opportunity employer. Employment decisions, including, but not limited to, recruiting, hiring, promotion, demotion, training, compensation, benefits, disciplinary actions, and terminations are made on the basis of merit and an individual's qualifications as they relate to the job under consideration;
- Attend at least two job fairs focused on Military, Latino and other specific communities.

#### Annual Initiatives

- Include individuals representing diverse groups in internships or work study programs. The Station provides internships to approximately 10 to 15 students each semester. The internship program provides meaningful professional experience and furthers public broadcasting's commitment to education.
- Provide diversity training for management and staff. The Station has initiated the certification process for all of its staff to obtain the UCF Inclusion Champion Program certificate. Participants will gain a common body of knowledge and skills to contribute to an inclusive learning and professional environment at the University.

#### **Equal Employment Opportunity:**

WUCF TV and the University of Central Florida are committed to equal opportunity hiring procedures to promote a diverse workplace. All personnel hiring is handled by the Human Resources Department of the University of Central Florida. WUCF TV complies with EEO policies and procedures per the UCF Regulation 3.001 regarding Non-Discrimination; Affirmative Action Programs. Further, WUCF TV will comply with the hiring and reporting practices as required by the FCC regulations. WUCF TV's EEO Guidelines and annual EEO Public File Report can be found in the Equal Employment Opportunity (EEO) Documents section of the [Policies & Reports](#) page.

The following documents are available for viewing at the station's location at:

12461 Research Parkway, Suite 550  
Orlando, FL 32826

- Television Station Activity Benchmarking Survey (SABS) 2016
- Television Station Activity Survey (SAS) 2016

### **Statistical Data About Workforce**

The Station will ensure members of the public without access to the internet can review the documents the Station posts on its website to comply with CPB's requirements regarding the provisions of section 396(k)(5).

#### **Step by Step Procedures:**

- 1) Members of the public may choose from the following options to review the documents:
  - a. WUCF TV will provide a computer at its premises with access to the documents via the Station's website or the WUCF TV SharePoint site.
  - b. WUCF TV will provide access to the Compliance binder with the printed documents. The binder is located in the copy room.
- 2) Members of the public can visit the Station Monday through Friday from 9:00 a.m. to 4:00 p.m. at:

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- 3) Upon arrival, members of the public will check in with and inform the receptionist of the purpose of the visit and the method by which they wish to review the statistical data.
- 4) The receptionist will inform the Director of Finance and Administration or the Administrative Services Coordinator who will provide the visitor with access to the statistical data.
- 5) Copies of the documents are available for \$.10/page.
- 6) WUCF TV retains financial records for a period of three years following the close of the relevant CSG spending period that dictates saving electronic or paper copies of the records made publicly available.

### **Donor List:**

Donor list will not be sold, rented, loaned, traded, or otherwise transferred to outside parties.

WUCF TV maintains lists of names, addresses, giving history, programming interests and other pertinent data for those who have supported the Station financially, indicated an interest in its programming, or attended Station events or activities. WUCF TV is licensed to the University of Central Florida (UCF), with an administrative home in the Division of Communications and Marketing. The UCF Foundation Inc. is responsible for the advancement efforts of the University. It also has access to WUCF TV's list of names, addresses and giving history. WUCF TV adheres to the University and UCF Foundation Inc. regulations and policies.

WUCF TV, UCF and UCF Foundation Inc., will not sell or exchange its lists with any other organizations, including political organizations or candidates.

Specific financial information is never shared. Credit card transactions are handled under strict standards and are PCI compliant.

WUCF TV retains records for a period of three years following the close of the relevant CSG spending period.

The Station's Director of Community Investment is responsible for compliance with this policy.

On occasion, WUCF TV may provide lists of names and contact information to vendors who conduct work for, or plan an activity on behalf of WUCF TV. The Station requires all vendors to maintain the confidentiality of these files, and to adhere to a policy of not exchanging, selling, or otherwise disclosing station member, donor, or underwriter lists.