



Community Representation Statement

Panhandle PBS, licensed by the Federal Communications Commission as KACV-TV in 1988 to the Amarillo Junior College District, is the sole provider of Public Broadcasting Service (PBS) programming to the 26-county Texas Panhandle region. Panhandle PBS' mission is to provide a gathering place for intelligent, trusted community engagement to educate, enlighten, entertain and empower the people of the Texas Panhandle and the world.

BOARD OF DIRECTORS

Panhandle PBS is licensed to the Amarillo Junior College District and the Amarillo College Board of Regents is therefore the board of directors of the station. Regents are elected by the citizens of the Amarillo Junior College taxing district in May of odd numbered years. Regents are elected for six-year terms. Diversity of the Board of Regents rests with the voters of the taxing district.

COMMUNITY ADVISORY BOARD

The Panhandle PBS Advisory Council (Advisory Council) provides a vehicle for effective community input to the station's governing body and license holder (Amarillo College Board of Regents) and to station management regarding programming, community service and outreach activities, and policies that impact the specific needs of community.

The Panhandle PBS Advisory Council consists of not more than 20 members that represent the diverse needs and interests of the Panhandle PBS service area (the 26 counties of the Texas Panhandle). Members (18 seats) are appointed by the Amarillo College Board of Regents upon recommendation of the Advisory Council through its Nominating Committee process. Two regents from the Amarillo College Board of Regents are to be appointed to serve as ex-officio members annually, beginning with the start of each fiscal year (September), by the Chairman of the Board of Regents. The Amarillo College President or his/her designee serves as an ex-officio member of the Advisory Council.

Amarillo College and Panhandle PBS are committed to appointing a diverse community advisory board and will work toward council membership that reflects the diversity of the community comprising the Panhandle PBS service region. Diversity will include but not be limited to race, ethnicity, gender, age and geographic location.

Panhandle PBS MANAGEMENT

Panhandle PBS General Manager and CEO reports to the Amarillo College president. The hiring process for any position opening is completed according to the policies and procedures of Amarillo College and through the Amarillo College Human Resources Department. Amarillo College and Panhandle PBS are equal opportunity employers and are committed to performing extensive hiring outreach to reach diverse candidates when seeking applicants for management positions. Amarillo College Human Resources Department posts all Panhandle PBS position vacancies throughout the College and on the institutional website and Panhandle PBS website. In addition to the College posting, vacancy notices are mailed and emailed to an extensive list of

potential referral sources. Participation in job fairs and other employment outreach opportunities is completed annually.

Panhandle PBS WORKFORCE

All Panhandle PBS employees are employees of the Amarillo Junior College District. The hiring process for any position opening is completed according to the policies and procedures of Amarillo College and through the Amarillo College Human Resources Department. Amarillo College and Panhandle PBS are equal opportunity employers and are committed to performing extensive hiring outreach to reach diverse candidates when seeking applicants for station positions. Amarillo College Human Resources Department posts all Panhandle PBS position vacancies throughout the College and on the institutional website and Panhandle PBS website. In addition to the College posting, vacancy notices are mailed and emailed to an extensive list of potential referral sources. In addition, participation in job fairs and other employment outreach opportunities is completed annually.

EQUAL EMPLOYMENT OPPORTUNITY

Amarillo College (Panhandle PBS) is committed to continuing to fulfill its role as an equal opportunity employer. Amarillo College is an equal opportunity and affirmative action institution and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability or veteran status in its educational programs, activities or employment policies.

<https://www.actx.edu/hr/equal-opportunity-policy>

Amarillo College (Panhandle PBS) Employment Policies and Practices:

Amarillo College is an equal opportunity employer. Amarillo College is non-discriminatory in employment regardless of race, religion, color, national origin, gender, age, disability or veteran status. This policy applies to all aspects of the employment process, including recruitment, hiring, placement, promotions, rates of pay or other forms of benefits, training, advertising, and testing. The Human Resources Office will maintain liaison with minority group organizations, women's organizations, and the Texas Workforce Commission in an effort to recruit under represented qualified applicants for positions at the College.

The Employment and Promotional Opportunities Procedure is intended to provide equal-employment opportunity to all employees and job applicants. This procedure also provides detailed guidelines for filling all job vacancies. The recruiting and selecting procedures outlined in the Classified and Administrator's Handbook have been developed with particular attention to upward mobility of College staff members and effective placement of outside job applicants.

1. When a job vacancy is anticipated for a full-time position, the supervisor will initiate the recruiting process by submitting a Personnel Requisition Form to the Human Resources Office.
2. The Human Resources Office will prepare a job vacancy announcement to be posted throughout the College and to be sent to community recruiting sources.

3. A position notice must be posted at least five working days before it is filled.
4. Open competitive opportunities for employment are available to all applicants who meet minimum qualifications for the vacancy.
5. Open positions will be posted on the bulletin board in the Human Resources Office and through newspapers and other publications as funds are available and as needed to attract an adequate candidate pool.
6. Applications will be retained in the Human Resources Office active file for one year.

Employee Handbook:

<https://www.actx.edu/hr/employee-handbook>

Reviewed by licensee official June 13, 2024.

Chris Sharp

Vice President of Business Affairs

Amarillo College