



WUCF Compliance Policy Implementation

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

Open Meetings:

WUCF is a public service of the University of Central Florida (the "University"), licensed by the Federal Communications Commission to the Board of Trustees of the University of Central Florida. The University is governed by the Board of Trustees. Per Article VII of the University of Central Florida's Board of Trustees Tenth Amended and Restated Bylaws, Board meetings are open to the public.

Meetings

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 Academic Excellence and Student Success, Ad Hoc Strategic Planning, Audit and Compliance, Budget and Finance, Executive Committee, Facilities and Infrastructure, Governance, and Strategic Partnerships and Advancement. 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. 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, personnel from the Station's Finance and Accounting (F&A) Department 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, personnel from the Station's Finance and Accounting (F&A) Department will prepare a written statement within ten (10) days of the closed meeting made publicly available. The statement will be filed in Team's SharePoint Compliance folder under the WUCF shared documents/WUCF Compliance folder.

- 2) On a bi-annual basis, personnel from the Station's Finance and Accounting (F&A) Department will take a screenshot of the open meetings policy page on Station's website and of the schedule of meetings. This will be filed in Team's SharePoint Compliance folder under the WUCF shared documents/WUCF Compliance folder.
- 3) 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 Accounting will request from the Station's Director of Communication to update the website accordingly.
- 4) If there are any changes to the scheduled meetings, correspondence will be filed in Team's SharePoint Compliance folder under the WUCF shared documents/WUCF Compliance folder

Open Financial Records:

WUCF complies with the Open Financial Records policy, per UCF Policy 2-100.4 – "Florida Public Records Act-scope and Compliance". Station 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) WUCF will provide a computer at its premises with access to the documents via the Station's website or the WUCF Team's SharePoint Compliance folder under the WUCF shared documents/WUCF Compliance folder.

- 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 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,
- 4) The receptionist will inform the Director of Finance and Accounting who will provide the visitor with access to the files.
- 5) Prints of the documents are available for \$.10/page.

- 6) WUCF retains financial records for a period of three years following the close of the relevant CSG spending period that dictates saving electronic 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 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 adheres to a discrete accounting system, which allows the grantor and auditor to discretely track funds within the accounting system.

WUCF 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 is a departmental unit of the Office of the President at the University of Central Florida (UCF). WUCF is committed to inclusive excellence as stated by the University's Office of Diversity and Inclusion [UCF Diversity and Inclusion](#), as well as UCF President Alexander Cartwright's [Statement Regarding Equal Opportunity and Affirmative Action](#).

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

WUCF 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 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 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:

72% White
3% Black
22% Hispanic
3% Asian
49% Females
51% 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 strives to engage with its community in a variety of ways through television, online, social media and events.

To read [WUCF’s Annual Report to the community, click here.](#)

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 annual diversity and inclusion training to its staff.

WUCF has set the following diversity goals for fiscal years 23-24:

- Expand the recruitment sources used to announce position vacancies to actively seek and ensure appropriate representation within the staff;
- Continue to air diverse programming.
- Host or participate in community events that promote WUCF and help viewers and listeners connect with the mission of education while expanding viewers and listeners’ worlds and helping them explore places they may not otherwise experience.
- WUCF 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;

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.

Equal Employment Opportunity:

WUCF 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 complies with EEO policies and procedures per the UCF Regulation 3.001 regarding Non-Discrimination; Affirmative Action Programs. Further, WUCF will comply with the hiring and reporting practices as required by the FCC regulations. WUCF'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) 2021
- Television Station Activity Survey (SAS) 2021

Statistical Data About Workforce

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Donor List:

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

WUCF 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 is licensed to the Board of Trustees of the University of Central Florida (UCF), with an administrative home in the Office of the President. The UCF Foundation Inc. is responsible for the advancement efforts of the University. It also has access to WUCF's list of names, addresses and giving history. WUCF adheres to the University and UCF Foundation Inc. regulations and policies.

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

On occasion, WUCF may provide lists of names and contact information to vendors who conduct work for, or plan an activity on behalf of WUCF. 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.