

## Statement of EEO Policy

This EEO Public File Report is filed in compliance with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following stations: KOZZ, KDOT, KTHX, KUUB, KPLY, KHIT, KCKQ.

Lotus Radio Corp, an equal opportunity employer, is dedicated to providing broad outreach regarding job vacancies, and to ensuring equal opportunity in employment, and non-discrimination in all of its policies and practices, including the area of employment. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The Recruitment Sources are identified by number and listed (with contact information) in the following pages.

### **Full-Time Vacancies Filled During Reporting Period: June 1, 2017 – May 31, 2018**

<b>Full-Time Position</b>	<b>Recruitment Sources Used</b>	<b>Recruitment Source for Successful Applicant</b>	<b>Total Number Interviewed from All Sources</b>
Administrative Assistant	1-31, 33-40	36	4
Traffic Assistant	1-31, 33-41	40	4
Digital Account Exec	1-31, 33-41	41	6

Total number of persons interviewed during applicable period: 14

**SUPPLEMENTAL RECRUITMENT MEASURES:**

In addition to direct job vacancy announcements and hiring procedures, we complied with the initiative outlined in the 2002 EEO Rule Sec. 73.2080(c)(2) regarding supplemental recruitment activity. For this reporting period, we participated in or conducted the following:

<b>Activity / Description</b>	<b>Date</b>	<b>Staff Participant(s)</b>	<b>Sponsor / Initiator</b>
<p><u>Menu Option #14</u> – Provision of training to management as to methods of ensuring equal employment opportunity and preventing discrimination: The Lotus Communications Corp. Annual Managers’ meeting was held November 12-16, 2017 in Tucson, Arizona. Part of the corporate agenda was dedicated to our continuing effort to review and provide information and training to ensure equal opportunity and the prevention of discrimination. All station management personnel met with the Chief Compliance Officer. As part of the procedural review, all menu options were examined to determine their effectiveness and how to proceed and enhance the individual station Outreach program. The stations are encouraged to create Outreach campaigns that reach a diverse and significant portion of the community they serve. Although, the FCC is now permitting broadcasters to meet their obligation to widely disseminate information about their job openings solely through the use of online recruitment sources, Lotus requires stations to constantly review our recruitment lists and inform those organizations who wish to be notified of job openings. In addition, Lotus stations conduct monthly EEO meetings reinforcing their non-discrimination</p>	<p>Nov 12-16, 2017</p>	<p>All Lotus Corp Management</p>	<p>Lotus Communications Corp.</p>

mission statement and provide an opportunity to discuss upcoming and future Outreach programs.			
<u>Menu Option #16</u> – Participation in other activities designed by the station employment unit to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities: Each month, station management personnel meet to discuss our EEO mission statement, including but not limited to, upcoming menu options that promote Equal Opportunity and our policy of non-discrimination as it relates to hiring in the workplace. This regularly scheduled EEO meeting is designed to notify employees of upcoming opportunities and various issues focused on non-discrimination. The basis for our monthly EEO meeting is to reinforce our goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.	June 1, 2017– May 31, 2018	Lotus Radio Corp Hiring Managers	Lotus Radio Corp
<u>Menu Option #16</u> – Participation in other activities designed by the station employment unit to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities: Employment applications and job notices are posted at remote events.	June 1, 2017– May 31, 2018	Lotus Radio Corp Staff	Lotus Radio Corp
<u>Menu Option #7</u> - Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting: Lotus Radio Corp partnered with the	Nov 4, 2017 – May 31, 2018	Lotus Radio Corp Management / RMHC scholarship Board	Lotus Radio Corp./ RMHC

<p>Ronald McDonald House Charity Scholarship Program. It provides the opportunity for local high school students who want to study broadcasting in college to be granted a \$1,000 broadcast scholarship award, which is matched by Ronald McDonald House. The Ronald McDonald House Charity Scholarship program reaches out to youths of all ethnicities and backgrounds.</p>			
<p><u>Menu Option #8</u> – Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher-level positions: Lotus Radio Corp offers training programs to all employees interested in cross-training in different departments. In the current year, a production training program was established. Beginning Feb 2018, monthly Production Boot Camp meetings as well as quarterly Production Battle Lunch meetings are held by Rick Metz, Production Director, to train anybody that wants to be trained on Production. The boot camps cover various areas of production from basics to experience and everything in between. The Quarterly “Battle Lunch” is where employees receive copy to be produced and it is played in front of everyone to hear how different people interpret the same copy and how they produce it in their own unique ways to help hone the skill. As well as the above group trainings, Rick Metz, Production Director, has held several individual training sessions with board ops, remote techs, and the receptionist. Production training can help any employee qualify them for higher level positions.</p>	<p>Feb 1, 2018– May 31, 2018</p>	<p>All Lotus Corp Management and Employees</p>	<p>Lotus Radio Corp</p>

<p><u>Menu Option #16</u> – Participation in other activities designed by the station employment unit to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities: Hiring Managers attended the Spring Career &amp; Internship Expo at the University of Nevada Reno.</p>	<p>Feb 8, 2018</p>	<p>Lotus Radio Corp Hiring Managers</p>	<p>Lotus Radio Corp</p>
<p><u>Menu Option #16</u> – Participation in other activities designed by the station employment unit to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities: Hiring Managers attended the Last Chance Career &amp; Internship Expo at the University of Nevada Reno.</p>	<p>April 19, 2018</p>	<p>Lotus Radio Corp Hiring Managers</p>	<p>Lotus Radio Corp</p>
<p><u>Menu Option #14</u> – Provision of Training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination. All Hiring Managers met weekly to discuss the book “Mastering Civility” by Christine Porath. It was an opportunity for all of us to discuss unconscious biases and to be aware of them to prevent discrimination as it relates to hiring and the workplace. We discussed how we can be more civil in the workplace taking into consideration the diversity of our employees and to help us identify areas of possible discrimination so that we can address them before they become an issue.</p>	<p>Jan 10, 2018- Feb 21,2018</p>	<p>Lotus Radio Corp Hiring Managers</p>	<p>Lotus Radio Corp</p>

**RECRUITMENT SOURCES:**

\* Designates an entity requesting notification

# Source	Recruitment Source: Name, Address, Contact Person, Telephone Number	Total No. Interviewees Provided by Source For Period	Full-time Positions for Which This Source Was Utilized
1	Reno Sparks Indian Colony 98 Colony Road Reno, NV 89502 Contact: Jessica O'Daye Phone: 785-1303 Fax: 329-8710 Email: Jodaye@RSIC.org	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
2	Bureau of Vocational Rehabilitation 4001 S. Virginia Suite H Reno, NV 89502 Contact: Linda Williams Phone: 834-1970 Fax: 834-1983, 834-1984	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
3	Nevada Urban Indians 1475 Terminal Way Reno, NV 89502 Contact: Mike Green Phone: 788-7600 Fax: 788-7611	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
4	Truckee Meadows Community College Job Placement 7000 Meadows Community Blvd Reno, NV 89512 Contact: Career Center Phone: 673-7063 Fax: 673-7268 Email: tmcc.edu/careercenter	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
6	Nevada Women's Fund 770 Smithridge Drive, #300 Reno, NV 89512 Contact: Isabelle Rodriguez Wilson Phone: 786-2335 Fax: 786-8152 Email: isabelle@nevadawomensfund.org	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec

7	Career College of Northern NV 1421 Pullman Drive Sparks, NV 89434 Contact: Rita Williams Phone: 856-2266 Fax: 856-0935	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
8	NAACP PO Box 7757 Reno, NV 89510 Contact: Lonnie Feemster Phone: 322-2992 Email: lonniefeemster@netscape.net	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
9	*Intertribal Council of NV 680 Greenbrae Drive, Suite 265 Sparks, NV 89431 Contact: Risa Stearns Phone: 355-0600 Fax: 355-0648	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
10	Nevada Hispanic Services 1711 N Roop Street Carson City, NV 89701 Contact: Jon Children, Omar Phone: 885-1055 Fax: 885-7039, 885-6980 Email: omar@carsonulc.org	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
11	*Sierra Nevada Job Corp 14175 Mt Charleston Reno, NV 89506 Contact: Jill Schaefer Phone: 789-0829 Fax: 789-1078 Email: <a href="mailto:schaefer.jill@jobcorps.com">schaefer.jill@jobcorps.com</a>	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
12	*Community Services Agency 1090 E 8 <sup>th</sup> St Reno, NV 89512 Contact: Karen Coffman Phone: 335-3136 Fax: 786-5743, 996-3299 Email: kcoffman@csareno.org	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec

13	University of NV – Reynolds School of Journalism Mail Stop 310 Reno, NV 89557 Contact: Sally Echeto Phone: 784-4519 Fax: 784-6656 Email: <a href="mailto:gauldena@unr.edu">gauldena@unr.edu</a>	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
14	*Veterans Center 5580 Mill Street, #600 Reno, NV 89502 Contact: Justin Brandenburg, Jeremy Schachter Phone: 323-1294 Fax: 322-8123 Email: <a href="mailto:justin.brandenburg@va.gov">justin.brandenburg@va.gov</a> , <a href="mailto:jeremy.schachter@va.gov">jeremy.schachter@va.gov</a>	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
15	International Students & Scholars 120 Fitzgerald Bldg MS074 Reno, NV 89557-0144 Contact: Elizabeth Adamska Phone: 784-6874 Fax: 327-5845	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
16	AARP 1135 Terminal Way, Suite 102 Reno, NV 89502 Contact: Claudia Bonner Phone: 323-2243 Fax: 323-7368	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
17	Nevada Broadcasters Association 1050 E Flamingo Road, #S102 Las Vegas, NV 89119 Contact: 702-794-4994 Fax: 702-794-4997 Email: <a href="mailto:Melanie@nevadabroadcasters.org">Melanie@nevadabroadcasters.org</a>	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
18	Sierra NV College 999 Tahoe Boulevard Incline Village, NV 89451 Contact: Erica Jensen Phone: 831-1314 Fax: 831-6223	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec



19	*Pro Net/JOIN 1201 Terminal #104 Reno, NV 89502 Contact: Resource Department Phone: 336-4450 Fax: 336-4798 Email: <a href="mailto:cwilson@join.org">cwilson@join.org</a>	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
20	Center for Student Cultural Diversity Mail Stop 0144 Joe Crowley Student Union Reno, NV 89557 Contact: Dorothy Barry Phone: 784-4936 Fax: 784-1402, 682-8977 Email: <a href="mailto:thecenter@unr.edu">thecenter@unr.edu</a>	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
21	*American Women's Business Association PO Box 20268 Reno, NV 89510 Contact: James Benesch Phone: 786-2335 Fax: 322-5014	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
22	*State of NV Dept of Employment Security (NV Job Connect-online form) 4001 S. Virginia Ste H Reno, NV 89502 Contact: Wayne Irvine Phone: 284-9660 Fax: 284-9663, 688-1279 Email: <a href="mailto:businessservices@nvdetr.org">businessservices@nvdetr.org</a>	0 0 1	Admin Assistant Traffic Assistant Digital Account Exec
23	*Northern NV International Center 821 N Center Street Reno, NV 89509 Contact: Job Vacancy Phone: 784-7515 Fax: 337-1939	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec

24	*Boys & Girls Club 2680 E 9 <sup>th</sup> Street Reno, NV 89512 Contact: Shauna Douglas Phone: 331-3605 Fax: 331-9012 Email: sdouglass@bctm.org	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
25	Carson Valley Chinese Culture Grp 1428 Cheddington Street Gardnerville, NV 89410 Contact: Sonia Carlson Phone: 782-8067	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
26	*Nevada Indian Commission 5366 Snyder Avenue Carson City, NV 89701 Contact: Sherry Rupert Phone: 687-8333 Fax: 687-8330	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
27	NV Office of Vet Services 5640 Reno Corp Drive Reno, NV 89512 Contact: Job Vacancy Phone: 688-1653 Fax: 688-1656	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
28	Reno Sparks Chamber of Commerce 449 South Virginia Street Reno, NV 89501 Phone: 337-3030 Fax: 337-3038	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
29	Future Business Leaders of America 320 Greenbrae Drive Sparks, NV 89431 Contact: Evan Cunningham Phone: 622-5330 Email: evan.cunningham66@gmail.com	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
30	NV Black Cultural Awareness PO Box 21448 Reno, NV 89515 Phone: 775-329-8990 Fax: 775-329-8990 x4 Email: <a href="mailto:admin@nbcas.org">admin@nbcas.org</a>	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec

31	Western Nevada College Career Connect 2201 West College Parkway Carson City, NV 89703 Phone: 775-445-3281 Fax: 775-445-3150, 445-3286 Email: <a href="mailto:Claudia.cervantes@wnc.edu">Claudia.cervantes@wnc.edu</a> Post to: <a href="http://www.wnc.edu/jobs/student_jobs/off_campus/">www.wnc.edu/jobs/student_jobs/off_campus/</a>	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
32	<a href="http://www.allaccess.com">www.allaccess.com</a>	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
33	Email to all employees/In-House Bulletin	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
34	Radio Ads on KUUB, KOZZ, KDOT, KHIT, KPLY, KFOY, KCKQ, KTHX	1 0 0	Admin Assistant Traffic Assistant Digital Account Exec
35	Notice on all Lotus Radio Corp Websites (KOZZ, KDOT,KUUB,KPLY, KTHX)	1 0 0	Admin Assistant Traffic Assistant Digital Account Exec
36	Former/Current Lotus Employees	2 0 0	Admin Assistant Traffic Assistant Digital Account Exec
37	Client Referral	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec

38	Walk-in	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec
39	Craigslist.org	0 1 0	Admin Assistant Traffic Assistant Digital Account Exec
40	Word of Mouth	0 1 1	Admin Assistant Traffic Assistant Digital Account Exec
41	Indeed.com	0 2 4	Admin Assistant Traffic Assistant Digital Account Exec
42	Jobspider.com	0 0 0	Admin Assistant Traffic Assistant Digital Account Exec