



Annual EEO Public File Report Form
WKHQ, WLXT, WMBN, WMKT
Annual EEO Public File Report

The purpose of this EEO Public File Report (“Report”) is to comply 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 station: WKHQ, WLXT, WMBN, WMKT of Charlevoix and Petoskey and is required to be placed in the public inspection files of these stations and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning June 1, 2016 to and including May 31, 2017 (the “Applicable Period”).

The FCC’s 2002 EEO Rules requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the EEO Rule, which should be separately identified), identified by name, address, contact person, and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviews for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Sections 73.2080(c)(2) of the FCC rules.

Appendices 1, 2, and 3 which follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled “Full-time Positions for Which This Source Was Utilized” refer to the number of the full-time jobs listed on Appendix 1.

For purposes of this Report, a vacancy was deemed “filled” not when the offer was extended but when the hiree accepted the job offer. A person was deemed “interviewed” whether he or she was interviewed in person, over the phone or by e-mail.

MacDonald Garber BROADCASTING

Appendix 1 to Annual EEO Public File Report

Covering the Period from June 1, 2016 to and including May 31, 2017

Stations Comprising Station Employment Unit: WKHQ, WLXT, WMBN, WMKT
Section 1: Vacancy Information

Job Title	Recruitment Source of Hiree	Total Number of Interviews from All Sources for Position
Sales Associate	On air announcements all stations	2
	NMC Career Fair	2
	Unit employee reference	1

Appendix 2 to Annual EEO Public File Report

EEO Job Notification Resource List

MacDonald Garber Broadcasting contacts some or all of the following organizations whenever it seeks to hire new, full-time employees. In addition, it notifies all current employees of any new, full-time job openings that they may want to apply for. Organizations can request to be added to this notification list by contacting Kathleen Christopher at (231)347-8713 or by email at careers@106khq.com. MacDonald Garber Broadcasting is an Equal Opportunity Employer and encourages women and minorities to apply for positions.

All Access Music Group

28955 Pacific Coast Highway
Suite 210-5
Malibu, California 90265
310-457-6616
Fax 310-457-8058
www.allaccess.com

Specs Howard Broadcasting School

19900 West 9 Mile Road
Southfield, Michigan 48075
248-358-9000
Fax 248-746-9772
Brent Carey
bcarey@specshoward.edu

Monster.com

Indeed.com

Michigan Works-Emmet County

2225 Summit Park Dr
Petoskey, MI 49770
Phone: (231)347-5150
Fax: (231)348-4454

Michigan Works-Grand Traverse County

1209-C South Garfield Rd.
Traverse City, MI 49686
Phone: (800)442-1074
Fax: (231-922-3737

North Central Michigan College

1515 Howard St.
Petoskey, MI 49770
Phone: (231) 348 6601
Email: www.ncmich.edu/new_crc/postings.php

Northwestern Michigan College

1701 East Front St
Traverse City, MI 49686
Phone: (231)922-1091
WNMC-FM

Petoskey News-Review

P.O. Box 528
Petoskey, MI 49770
(231) 347-2544
General fax line (231) 347-6833
classifieds@petoskeynews.com

Cadillac News

130 N. Mitchell St.,
P.O. Box 640,
Cadillac, Michigan 49601-0640
Phone: 231-775-6565
Fax: 231-775-8790
classifieds@cadillacnews.com

Traverse City Record Eagle

120 West Front Street, TC, Michigan 49684
P.O. Box 632, Traverse City, Michigan 49685
Phone: (231) 946-2653
Toll-free 1-800-968-8273
Fax: (231) 946-8273
classifieds@record-eagle.com

Central Michigan University

340 Moore Hall
Mount Pleasant, MI 48859
Phone: (989)774-3851
(989)774-2426
Broadcast & Cinematic Arts Dept
bca@cmich.edu

Michigan State University

409 Communication Arts Building
East Lansing, MI 48825
Phone: (517)355-6500
Fax: (517)355-1292
Career Services

Northern Michigan University

1401 Presque Isle, 1102 University Center
Marquette, MI 49855
Phone: (906)227-2800
Fax: (906)227-2807

careers@nmu.edu

University of Michigan

105 South State St, 220 Frieze
Ann Arbor, MI 48109
Phone: (734)647-9723
Fax: (734)764-3288
Department of Communications Studies

Ferris State University

1201 South State St, CSS 101
Big Rapids, MI 49307-2747
Phone: (231-591-2683
Career Services

Baker College

Phone: (231)876-3104
Fax: (231)775-8505

**National Association
of Broadcasters Education
Foundation**

1771 N Street, NW
Washington, DC 20036
202 429 5300
nabef@nab.org

The National Association of Hispanic Journalists

1000 National Press Building
529 14th St., NW
Washington, DC 20045-2001, USA
E-mail: nahj@nahj.org
Phone: 202.662.7145 / 1.888.346.NAHJ
Fax: 202.662.7144

**California Chicano News Media Association
USC Annenberg School of Journalism**

300 S. Grand Ave., Suite 3950
Los Angeles, CA 90071-3175
Phone: (213) 437-4408 / Fax: (213) 437-4423
E-mail: ccnmainfo@ccnma.org

Broadcast Employment Service

P.O. Box 4116
Oceanside, CA 92052
Fax: (760) 754-2115
Email: jobs@tvjobs.com
www.amfmjobs.com

Other Web sites:

www.airtalents.com

www.tvandradijobs.com

Appendix 3 to Annual EEO Public File Report Form

Covering the Period from June 1, 2016 to and including May 31, 2017

Station(s) Comprising Station Employment Unit: WKHQ, WLXT, WMBN, WMKT

Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by WKHQ, WLXT, WMBN, WMKT

Description of the Activities:

Job Fairs:

On October 27, 2016, MacDonald Garber Broadcasting participated in the MAB Career Fair at Western Michigan University. Booth was set up to inform attendees of the opportunities in the radio industry along with information about current open positions. Applications were accepted, and on-the-spot interviews were conducted where applicable on behalf of WKHQ, WLXT, WMBN, WMKT, WKAD, WLXV, WATT, WZTC. Peter, TC Market Manager, was present.

On March 9, 2017, 4-5:30pm, participated in Northern Michigan Career Fair at Hagerty Center. MacDonald Garber was present with booth to highlight career opportunities in radio industry...along with business opportunities with our stations: WKHQ, WLXT, WMBN, WMKT, WKAD, WLXV, WATT, WZTC. Tad Garber, Digital Marketing Manager, was present.

On-Air Announcements:

The Unit ran on-air announcements stating that the stations are equal opportunity employers and that any organization wishing to be placed on the mailing list to learn of future job vacancies can contact the stations, as well as how to do so. All the stations ran these on-air announcements on a regular basis during varied time slots throughout each station's schedule for this reporting period.

Internship Program:

The Unit offers college and university students the opportunity to learn the day to day process and workings of radio stations for school credit. Those who do not qualify for school credit are paid a stipend for their intern services. The internship typically lasts 6 to 10 weeks depending on a student's availability. Participants must work a minimum of 15 hours per week. The internship program provides an opportunity for the students to learn how to produce commercials, edit and dub recordings, coordinate a promotional event, work the audio board, work with broadcast talent, and various other activities which teach interns the skills necessary for employment in the broadcasting industry. One person participated in the internship program during the reporting period.

Education Outreach:

On June 23, 2016, NCMC's College for Kids summer students visited the WKHQ studios. Students- ages 6-10, were hosted by President Kerry Davis and on-air personality, Eric Rae. Students learned how a radio station gets on the air, what jobs are involved to make that happen. Eric provided kids a hands-on experience on the board...and all recorded a shout out that they could hear on their way home.

On December 8, 2016, President Kerry Davis and Lite 96.3 Brand Manager, Diane Hansell, were part of a media panel for Leadership Charlevoix County class. 20+ participants were each provided a 15-minute window to talk about careers in broadcast and how radio can assist their business/organization/community effort on a public service scale.

During February 2017, President Kerry Davis worked with a group of students from the Harbor Springs Middle School on their community service project. Students came into the WKHQ studio to write and record their special messages... learning what jobs exist in radio and learning how radio can help their communities.

On March 15, 2017, President Kerry Davis attended the Petoskey Rotary Career Day at the Petoskey Middle School from 8a -11a. Created an inter-active presentation with students being DJ's or script writers. Also discussed the business and engineering jobs in the radio industry.

On March 21, 2017, The Petoskey Cub Scout Troop Pack 5 visited the station studios and met with on-air personality, Eric Rae. Rae introduced the troop to staff members present... gave a tour of studios and a brief description of different job duties and the type of education needed to succeed. Scouts were also invited into the KHQ studio to do a "live" shout out and request a favorite song... and received some KHQ swag.

On Tuesday, May 9, 2017, President, Kerry Davis, visited Ms. Pat Rutt's business class at Traverse City Central High School from 10:05a – 10:55a. Students from grades 10-12 were in attendance. Mission was to speak about the radio industry...what career opportunities are available including Digital...along with how to include/plan radio into a marketing campaign. Presentation with question/answer following.