

# MacDonald Garber BROADCASTING

## **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 stations: WKHQ, WLXT, WMBN, WMKT, of Charlevoix and Petoskey and is required to be placed in the public inspection files of these station and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning June 1, 2010 to and including May 31, 2011 (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, 2010 to and including May 31, 2011

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
Online Coordinator/ Program Director WLXT	Former Employee (indigent circumstances)	1
On Air talent	Station web site	6
	Specs Howard School of B-casting	2
Sales Associate	On air announcements	3
	Michigan State University	2
Sales Associate	On air announcements	4
	Petoskey News Review	1
Sales Associate	On air announcements	6
National Sales Manager	Unit Employee reference (indigent Circumstances)	1

## Appendix 2 to Annual EEO Public File Report

### EEO Job Notification Resource List

MacDonald Garber Broadcasting contacts 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 Valerie Huffman at (231)347-8713 or by email at jobs@106khq.com. MacDonald Garber Broadcasting is an Equal Opportunity Employer and encourages women and minorities to apply for positions.

#### **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

#### **Petoskey News-Review**

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

#### **Specs Howard Broadcasting School**

19900 West 9 Mile Road  
Southfield, Michigan 48075  
248-358-9000  
Fax 248-746-9772  
Kathy McIntyre  
kmcintyre@specshoward.edu

#### **Michiguide.com**

P.O. Box 99392  
Troy, Michigan 48099-9392  
248-433-4530  
michiguide@hotmail.com

#### **All Access Music Group**

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

[www.allaccess.com](http://www.allaccess.com)

**Central Michigan University**

340 Moore Hall  
Mount Pleasant, MI 48859  
Phone: (989)774-3851  
(989)774-2426

Joan McDonald  
Broadcast & Cinematic Arts Dept  
[macdonlj@cmich.edu](mailto:macdonlj@cmich.edu)

**Michigan State University**

409 Communication Arts Building  
East Lansing, MI 48825  
Phone: (517)355-8372  
Fax: (517)355-1292

Gary Reid  
Department of Telecommunication  
[reidg@msu.edu](mailto:reidg@msu.edu)

**Michigan Works-Emmet County**

2225 Summit Park Dr  
Petoskey, MI 49770

Angie Ross  
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

Cameron Koch  
Phone: (231) 348 6601  
Email: [ckoch@ncmich.edu](mailto:ckoch@ncmich.edu)

**Northern Michigan University**

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

Karry Mohr  
Job Search Center  
[kmohr@nmu.edu](mailto:kmohr@nmu.edu)

**Northwestern Michigan College**

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

**University of Michigan**

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

LaVerne Cotham  
Department of Communications Studies  
[cothaml@umich.edu](mailto:cothaml@umich.edu)

**Ferris State University**

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

KristiWilliams

[kristi\\_williams@ferris.edu](mailto:kristi_williams@ferris.edu)

**Baker College**

Phone: (231)876-3104

Fax: (231)775-8505

Jackie Soltman

**National Association  
of Broadcasters Education  
Foundation**

1771 N Street, NW

Washington, DC 20036

202 429 5300

[nabef@nab.org](mailto: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](mailto: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](mailto:ccnmainfo@ccnma.org)

**Broadcast Employment Service**

P.O. Box 4116

Oceanside, CA 92052

Fax: (760) 754-2115

Email: [jobs@tvjobs.com](mailto:jobs@tvjobs.com)

[www.amfmjobs.com](http://www.amfmjobs.com)

Other Web sites:

[www.airtalents.com](http://www.airtalents.com)

[www.tvandradijobs.com](http://www.tvandradijobs.com)

[www.discoverypetoskey.com](http://www.discoverypetoskey.com)

Covering the Period from June 1, 2010 to and including May 31, 2011  
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 Thursday October, 7<sup>th</sup> 2010, Operations Manager Greg Marshall participated in the Michigan Association of Broadcasters Career Fair at the Bovee Center at Central Michigan University in Mt. Pleasant Michigan . Marshall worked at the stations' booth at the event, answering questions and giving advice on how to pursue a career in Radio and what it takes to be successful in the ever-changing industry. Marshall also conducted on the spot interviews, taking resumes and other material for future openings.

On Wednesday March 9<sup>th</sup> 2011, Assistant General Manager Peter Garber participated in the Michigan Association of Broadcasters Great Lakes Broadcasters Conference Job Fair at the Lansing Center in Lansing Michigan. Garber worked at the stations' booth at the event, answering questions and giving advice on how to pursue a career in Radio and what it takes to be successful in our changing industry. Garber also conducted on the spot interviews, taking resumes and other material for future openings, including potential openings for our new station being built in Traverse City.

Also on Wednesday March 9<sup>th</sup> 2011, Assistant Personal Manager Jack Garber III participated in the Northern Michigan College Career Fair, held at the College in Traverse City. Garber worked at the stations' booth at the event, answering questions and giving advice on how to pursue a career in Radio and what it takes to be successful in our changing industry. . Garber also conducted on the spot interviews, taking resumes and other material for future openings, including potential openings for our new station being built in Traverse City.

On Monday April 4<sup>th</sup> 2011 MacDonald Garber Broadcasting held 2 job fairs at the Holiday Inn locations in Petoskey and Traverse City Michigan. The Petoskey event was staffed by Operations Manager Greg Marshall, WLXT Program Director Diane Hansell, and WKHQ Program Director Josh Garber. The Traverse City event was staffed by President/CEO Trish Garber, Assistant General Manager Peter Garber, and Assistant Personal Manager Jack Garber III. The staff answered questions and gave advice on how to pursue a career in Radio and what it takes to be successful in the industry. They also conducted on the spot interviews, took resumes for future openings, and for the potential openings for our new station under construction in Traverse City.

##### **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 10 to 12 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.