

2017 ANNUAL EEO PUBLIC FILE REPORT

Montana State University Billings

Station(s): KEMC(FM) Billings, MT
KBMC(FM) Bozeman, MT
KPRQ(FM) Sheridan, WY
KYPB(FM) Big Timber, MT
KYPC(FM) Colstrip, MT
KYPF(FM) Stanford/Lewistown, MT
KYPH(FM) East Helena, MT
KYPM(FM) Livingston, MT
KYPR(FM) Miles City, MT
KYPW(FM) Wolf Point, MT
KYPZ(FM) Fort Benton, MT
KYPX(FM) Helena, MT

Reporting Period: December 1, 2016—November 30, 2017

No. of Full-time Employees: 11
Small Market Exemption: Yes

The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

The station has two internships.

For the first one, the station hosts an intern from the Montana State University Billings (MSUB) Department of Music for their BA in Music (Business Track). The internship is offered through the entire school year, once each semester. The semesters run September through December and January through May. The student receives three university credits for the internship and it is a paid student position. This student gets hands on job experience by working with the Programming Manager, Development Manager and the Business Office Manager. This student also learns our traffic system, our fundraising system and our billing system. The intern is

involved in helping with community events and developing creative ways to promote the station in the public.

We have also established an internship program with the MSUB College of Business for a Marketing Intern. This intern is working with our Development Manager with an emphasis on setting up social media marketing and attracting new members through a marketing initiative. This intern is also working hands on during our pledge drive to help us create more web and social media posts to help drive members to pledge during the drive.

Participation in events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops and similar activities.

The station was represented by the General Manager at the Rotary Club of Billings on October 23, 2017. During the presentation that updated the community on upcoming initiatives of the station, the General Manager gave information on present and future job openings that will need to be filled.

Our station Development Manager represented us as a speaker at the Montana Association of Female Executives on October 25, 2017. She gave information on present and future openings relating to women in the broadcasting business.

Provided Training to management level personnel on methods of ensuring equal employment opportunity and prevent discrimination.

The General Manager completed equity training at the time of his hire through the Montana State University Billings Human Resources Department. The training was completed successfully on July 11, 2017.

Participated in job banks, internet programs, and other programs designed to promote outreach generally.

The station utilizes Facebook as a social media outlet to promote outreach and job opportunities at the station.

LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
4/27/17	Underwriting Manager	Employee/Former Employee Referral
7/5/17	News Reporter	Employee/Former Employee Referral
7/5/17	General Manager	Current (publicmediajobs.org)

INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed in Preceding Year: 7

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred
MSUB website (http://msubillings.edu/)	1
Current (http://current.org)	2
Employee/Former Employee Referral	4

RECRUITING SOURCES USED

Job Title of Position: Underwriting Manager Date of Hire: 4/27/17

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
MSUB Website	Y	http://msubillings.edu/	Janet Simon	406-657-2278 jsimon@msubillings.edu
Montana Job Service-Billings	N	2121 Rosebud Dr. Suite B, Billings, MT 59102	Trisha Glen	406-652-3080
Billings Gazette	N	401 N. Broadway, Billings, MT 59101	Bridget Boehm	406-657-1344

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Job Title of Position: News Reporter Date of Hire: 7/5/17

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
MSUB Website	Y	http://msubillings.edu/	Janet Simon	406-657-2278 jsimon@msubillings.edu
Billings Gazette	N	401 N. Broadway, Billings, MT 59101	Bridget Boehm	406-657-1344
The Missoulian	N	500 S. Higgins, Ave, Missoula, MT 59801		406-523-5200
Bozeman Chronicle	N	2820 W. College, Bozeman, MT 59718		406-587-4491

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Job Title of Position: General Manager

Date of Hire: 7/5/17

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
MSUB Website	Y	http://msubillings.edu/	Janet Simon	406-657-2278 jsimon@msubillings.edu
Montana Job Service-Billings	N	2121 Rosebud Dr. Suite B, Billings, MT 59102	Trisha Glen	406-652-3080
Billings Gazette	N	401 N. Broadway, Billings, MT 59101	Bridget Boehm	406-657-1344
Current	N	publicmediajobs.org		860-437-5700
National Association of Broadcasters	N	1771 North St. NW, Washington, DC 20036		202-429-3924

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Report revised after review with counsel on 4/2/2018.