

WWFM/WWNJ/WWCJ/WWPJ ANNUAL EEO PUBLIC FILE REPORT: 2017-2018

The information contained in this Report covers the time period beginning 1 February 2017 to and including 31 January 2018 (the “Applicable Period”).

The Purpose of this Public File EEO Report (“Report”) is to comply with the 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: WWFM, Trenton, New Jersey, WWNJ, Toms River, New Jersey, WWCJ, Cape May, New Jersey, and WWPJ, Pen Argyl, Pennsylvania, and is required to be placed in the public inspection files of these stations, posted on their website.

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Full-Time Vacancies filled in the Employment Unit during reporting period: 0 (zero)

The FCC’s 2002 EEO Rule 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 sources(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1) (ii) of the new 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 interviewed 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 Section 73.2080 (c)(2) of FCC rules.

Appendices 1, 2, and 3 which follow have been designed, in aggregate, to provide 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 full-time job positions listed on Appendix 1.

For purposes of the 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 telephone or by e-mail.

**Appendix 1 to Annual EEO Public File Report
Covering the Period from 1 February 2017 to 31 January 2018**

Station(s) Comprising Station Employment Unit: WWFM/WWNJ/WWCJ/WWPJ

SECTION 1: Vacancy Information ----- None filled during reporting period -----

Full Time Positions Filled by Job Title	Recruitment Source of Hiree	Date Filled	Total Number of Interviewees from All Sources for Position
1.			
2.			

**Appendix 1 to Annual EEO Public File Report
Covering the Period from 1 February 2017 to 31 January 2018**

Station(s) Comprising Station Employment Unit: WWFM/WWNJ/WWCJ/WWPJ

SECTION 2: Recruitment Sources Used to Seek Candidates for Each Vacancy

1. Job Title: ----- **None filled during reporting period** -----

Recruitment Source	Contact Person, Phone Number	# of Interviewees Referred by Source	Referred Person Hired?
1.			
2.			

**Appendix 2 to Annual EEO Public File Report
Covering the Period from 1 February 2017 to 31 January 2018**

Station(s) Comprising Station Employment Unit: WWFM/WWNJ/WWCJ/WWPJ

SECTION 3: Recruitment Sources Information ----- **None filled during reporting period -----**

Recruitment Source (Name & Address)	Contact Person, Phone Number	Total Number Interviewees Referred	Full-time Positions for Which This Source was Utilized

**Appendix 3 to Annual EEO Public File Report
Covering the Period from 1 February 2017 to 31 January 2018**

Station(s) Comprising Station Employment Unit: WWFM/WWNJ/WWCJ/WWPJ

**SECTION 4: Supplemental (Non-Vacancy Specific) Recruitment/Outreach
Activities Undertaken by Licensee**

This station has in place an operation community outreach program that has been utilized in filling full-time and part-time vacancies. This program includes on-air vacancy announcements aired once each day. The outreach announcement provides:

“WWFM is looking for organizations that regularly distribute information about employment opportunities to job applicants or have job applicants to refer. If your organization would like to receive notification of job vacancies at WWFM, please notify: Alice Weiss, WWFM, 1200 Old Trenton Rd, West Windsor, New Jersey, 08550. Or call 609-587-8989. WWFM is an Equal Opportunity Employer and encourages minorities and females to apply. Thank you.”

In addition, the Licensee notifies employment outreach organizations such as the New Jersey Department of Labor job website, New Jersey Higher Education Recruitment Center website, the Higher Ed. Jobs.com website and New Jersey Broadcaster’s Association job bank website. The Licensee also uses the College list of over 100 community organizations, state employment agencies, and educational institutions throughout New Jersey and New York.

The College, as the Station’s licensee, holds job fairs and community events that present educational information on broadcasting careers on the campus of the College. As part of the Station’s program of radio career promotion, the Station offers internships for students enrolled in the college. The station also offers tours on an ad hoc basis to community and education groups.

In addition to the work study and internship programs, full-time Station employees serve as mentors to develop entry-level employees into full-time experienced professionals who are prepared for careers in radio broadcasting. Community members are also trained as hosts for JazzOn2, offering them both airtime and experience in broadcasting. The Station also participates in the annual College-sponsored Teen Arts Festival, offering station tours, hands-on radio sessions, and information to high school aged students interested in careers in broadcasting.

In addition, the Station also participates in an annual Communiversy Day in the heart of downtown Princeton. Full time staff members are on hand to distribute literature about the Station and to identify and inform people who are interested in careers in broadcasting.

Mercer County Community College 2017-2018 Annual EEO Report On-Going Compliance Initiatives

Mercer County Community College (“College”) is the licensee of a non-commercial educational radio station (the “Station”) located on the campus of Mercer County Community College in Trenton , New Jersey. The College also serves Toms River Township, New Jersey and Cape May, New Jersey and Pen Argyl, PA with full-service stations which carry the signal of Station WWFM, Trenton, as well as four translators which cover parts of New Jersey, Pennsylvania and Colorado.

The Station employed six (6) full-time employees during the reporting year. In March 2017, one full-time employee accepted an external position, so five (5) full time employees remained at the end of the current reporting period. Of the five full time staff members, four are female and one female is African American.

The Station and the College have a long history of commitment to the principle of equal opportunity in employment and continue to be dedicated to its implementation both in the Station’s workplace and in the local central New Jersey community through ongoing outreach recruitment policies. The Station (as well as the College) has adopted, continually reviewed, and adhered to a written anti-discrimination policy:

PROHIBITION AGAINST DISCRIMINATION

Mercer County Community College is committed to equal opportunity and affirmative action. Discrimination on the basis of race, creed, color, national origin, ancestry, age, gender, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, nationality, political views, religion, disability unrelated to job or program requirements, or any other characteristic protected by law is prohibited.

The Station (as well as the College) is also committed to eliminating all forms of illegal harassment anywhere in the workplace.

PROHIBITION AGAINST HARASSMENT

I. Mercer County Community College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a collegial and professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, the Station expects that all relationships among persons on campus will be mutually respectful, free of bias, prejudice and harassment.

II. It is the policy of the Station to encourage reporting of all perceived incidents of discrimination or harassment and to investigate such reports. The Station prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

III. This Prohibition Against Harassment policy applies to all employees, students, vendors, contractors, visitors, guests and other individuals participating in any event at the Station while they are on college property or are participating in a college-sponsored activity off-campus, such as but not limited to, business trips, business meetings, business-related social events, athletic events, student conferences, and any college-sponsored excursion.

IV. Sexual Harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of the policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

V. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

A. Unwanted sexual advances or request for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies;

B. Leering, whistling, or touching; insulting or obscene comments or gestures;

C. Display or transmission in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

VI. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed, color, national origin, ancestry, age, gender, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, nationality or disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
- B. Has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
- C. Otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls, or elsewhere on campus, circulated in the workplace or transmitted electronically.

These non-discrimination and anti-harassment policies are posted on employee bulletin boards. The College ensures uniform adherence to these non-discrimination policies through annual on-site EEO seminar training for all full-time and part-time employees through training in employment law at the Mercer County Community College Discrimination and Harassment Workshop – an online multi-part EEO Workplace Answers Workshop. Station employees participate in this EEO Workshop sponsored by the College. The mandatory course includes

sections addressing Code of Conduct for Higher Education; Diversity in Action: Creating an Inclusive Workplace; Discrimination and Harassment Prevention for Higher Education; Information Systems and Data Security Awareness; Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Non-Residential Faculty and Staff.

The Station has in place an operational community outreach program that has been utilized in filling all part-time vacancies. This program includes on-air vacancy announcements. This outreach announcement airs once each day and provides:

“WWFM is looking for organizations that regularly distribute information about employment opportunities to job applicants or have job applicants to refer. If your organization would like to receive notification of job vacancies at WWFM, please notify: Alice Weiss, WWFM, 1200 Old Trenton Rd, West Windsor, New Jersey, 08550. Or call 609-587-8989. WWFM is an Equal Opportunity Employer and encourages minorities and females to apply. Thank you.”

In addition, the Licensee notifies employment outreach organizations such as the New Jersey Department of Labor job website, New Jersey Higher Education Recruitment Center website, the Higher Ed. Jobs.com website and New Jersey Broadcaster’s Association job bank website. The Licensee also uses the College list of over 100 community organizations, state employment agencies, and educational institutions throughout New Jersey and New York.

The College, as the Station’s licensee, holds job fairs and provides career counseling on the campus of the College. As part of the Station’s program of radio career promotion, the Station offers work study positions and internships for students enrolled in the College and college students who reside in our communities. The station also offers tours on an ad hoc basis to community and education groups. In addition to the work study and intern program, full-time Station employees serve as mentors to develop entry-level employees into experienced professionals who are prepared for careers in radio broadcasting. This reporting period WWFM took under wing two student interns and one work study student, all three of whom attend Mercer County Community College. Of these, a current MCCC student intern comes once a week to assist with various production tasks, which has provided useful as she studies and prepares for a career in music and event production/sound engineering. Another worked with our full time JazzOn2 station manager on radio production projects for the jazz station. The third has worked for WWFM for the past two years as a work study student, assisting our full time membership coordinator with many aspects of operating our membership department.

In addition, WWFM has a regular intern, who is a former MCCC student with special needs, who comes once a week to help produce promos, providing him with important work experience to add to his resume. This falls in place with the Americans with Disabilities Act, offering meaningful opportunities to individuals with disabilities.

WWFM gave studio tours to at least three families with children (age 8 to 14), spending time to demonstrate some of the technology involved in radio broadcasting/production and talking about some of the various career options. In one case, the listener and her grandson, who has Asperger's, said listening to the station's music helps calm him down, and they recorded a testimonial about why they enjoy the station - it was an exciting experience for the young man, who was thrilled to hear his voice on the radio.

Community members are also trained as hosts for WWFM's JazzOn2, offering them both airtime and experience in broadcasting. Fourteen volunteer community members were trained and performed on-air this reporting period. The Station also participates in the annual College-sponsored Teen Arts Festival, offering station tours, hands-on radio sessions, and information to high school aged students interested in careers in broadcasting.

The Station also collaborated with Princeton High School for a performance that was broadcast live of our popular program What Makes It Great with Rob Kapilow. Students comprising the Princeton High School Orchestra performed during the concert, high school students operated cameras for a live Face Book feed and students we're offered information about WWFM and careers in broadcasting through information at our information table in the lobby, hosted by WWFM full time staff members.

In addition, the Station also participates in the annual Communiversy Day, each spring, in the heart of downtown Princeton, New Jersey. Full time staff members are on hand to distribute literature about the Station and to identify and inform people who are interested in careers in broadcasting.

WWFM also participated at the annual Art in the Garden at Paxon Hill Farms in Bucks County, PA, where full time staff members hosted our table full of information about WWFM and informed interested persons about careers in radio.

The Station and the College are committed to the recruitment of minorities and women and will continue to have in place an intensive community outreach program.