

ATTACHMENT 1

FRANKLIN COMMUNICATIONS, INC.

EEO AUDIT DOCUMENTS

2022-2023 – PART 3

December 12, 2023

Melissa Andrix

From: Melissa Andrix
Sent: Thursday, November 3, 2022 10:44 AM
To: Michelle Hurley
Subject: FW: Important Employer Message for the HireOhio Multi-University Alumni Career Fair

Sending to you as well so we both have it
Wanna ride together on Monday and bang this thing out? 😊

Melissa Andrix
Office Manager
The Columbus Radio Group
WSNY-WLVQ-WNND/NNP-WVMX
4401 Carriage Hill Lane, Columbus, OH 43220
mandrix@columbusradiogroup.com
Direct line: (614) 273-2643

From: Jeffrey Nortman <jeff@gohiretalent.com>
Sent: Wednesday, November 2, 2022 2:30 PM
To: Jeff Nortman <jeff@gohiretalent.com>
Subject: Important Employer Message for the HireOhio Multi-University Alumni Career Fair

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



*Multi-University
Alumni Career Fair*

*November 7, 2022
11:00am to 2:30pm
The Ohio Union - Columbus Ohio*

Dear Registered Employer,

We look forward to seeing you Monday, November 7, 2022.

Please make sure to forward this email to all registered attendees as this is the only email address we have for your organization.

WHEN:

Monday, November 7, 2022 | 11:00am to 2:30pm

WHERE:

The Ohio Union at Ohio State University
Archie M Griffin Grand Ballroom
1739 N. High St.,
Columbus Ohio 43210

Your registration is good for two representatives (unless you already purchased additional passes).

Sponsors have 3-6 passes depending on sponsorship.

You do not need to print tickets.

We do not need names of your attending reps.

TIMING - Set up is from 9:30-10:30. Alumni will enter promptly at 11:00 a.m.

The event is from 11:00 a.m. - 2:30 p.m.

Please plan on staying the entire time as many alumni will attend on their lunch hour.

We will make available a private space for companies who want to conduct private interviews at the event. This interview space will be available from 11:00am to 3:30pm.

LUNCH - Lunch for registered recruiters will be served from 11:30am - 1:30pm.

We provide tables and chairs. We do not provide exhibitor/employer name tags.

There will be complimentary WiFi.

There will be a complimentary continental breakfast served starting at 9:30am, where you can meet the staff from The Ohio State University Alumni Career office.

PARKING: Validation one per company. You will receive a sticker at the event to put over the ticket you receive when you enter the garage.

Parking information can be found here:

<http://osu.campusparc.com/home/garages/academic-south-campus/ohio-union-south>

If you are shipping materials, please send to the venue address and include **"Hold for HireOhio - November 7, 2022 - Archie Griffin Ballroom - 2nd Floor"**.

Your Event-Site Coordinator is Jeff Nortman

jeff@gohiretalent.com | 917-232-0138

Please feel free to call or email with questions.

Looking forward to a great event!

Thanks,

Hire Talent

GOLD SPONSORS

BriskHeat Corporation

MAHLE

NTT DATA Business Solutions

Ridge Corp

Winsupply

Ohio Valley Electric Corporation

**HireOhio Multi-University Alumni Career Fair
November 7, 2022**



MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Job Fair

Activity Classification: 1

Nature of Activity, Including Date(s):

Media Production Career Fair at the University of Cincinnati

University of Cincinnati Nippert
West Pavilion – 2700 Bearcat Way, Cincinnati, OH 45221
12pm-2pm

Scope of Station's Participation:

Present during activities

Career fair geared toward candidates looking for internships and entry-level jobs in media production, broadcasting, journalism, communication, marketing and advertising.

Station Personnel Involved:

Melissa Andrix, Office Manager

Melissa Andrix

From: Chal, Joshua (chaljh) <chaljh@ucmail.uc.edu>
Sent: Monday, February 13, 2023 10:12 AM
To: Chal, Joshua (chaljh)
Cc: Schindler, Suzanne (schindsn); Burke, Kevin (burkekf); Latham, Pamela (lathampy)
Subject: Instructions for Media Production Career Fair, 2/15
Attachments: CCM Garage Walking Directions to Nippert West Pavilion_Bridge Lobby Entr..._pdf;
Campus Green Garage-Woodside Garage Driving Directions-Walking direction..._pdf;
CCM Garage Walking Directions to Nippert West Pavilion_Bridge Lobby Entr..._pdf

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning!

Thank you for registering to attend Media Production Career Fair at the University of Cincinnati! We greatly appreciate your support and are looking forward to helping you connect with student talent. Below and attached are logistics and details. Please let me know if you have any further questions.

Date: Wednesday, February 15th

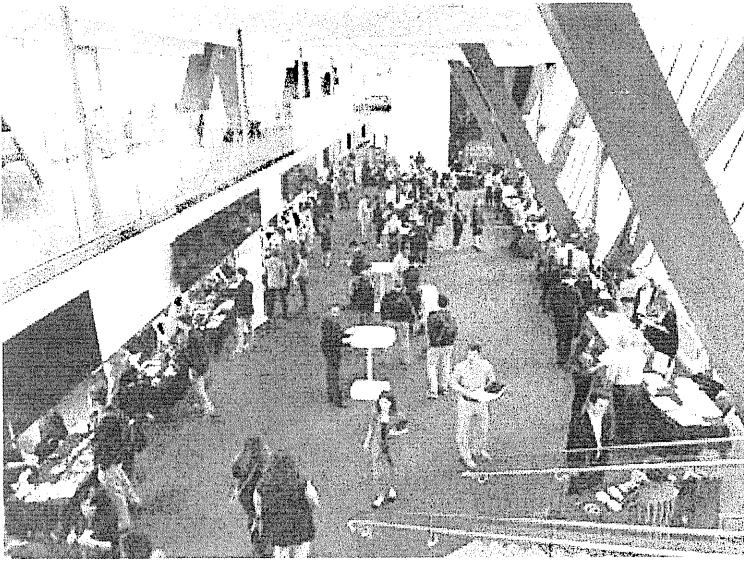
Time: Please plan to arrive at UC by 11 am to find parking, get to Nippert, and set up your table. You can check in any time after 11 am. The Fair runs 12-2 pm, and we anticipate students will arrive around 11:45 AM. If you've never been to UC or Nippert West, it can be a bit confusing so pay close attention to the visual aids!

Location: Nippert West Pavilion on UC's Campus – you can enter through the North or South lobby and take the elevator to level 3 (wayfinding signage and/or student volunteers will be in place). More details on parking and locating Nippert is below for your reference.

Day of Contact: If you need any assistance or have any issues day of, please call below:

- Josh Chal Cell: 859-907-8908

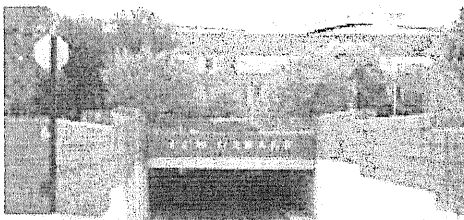
Picture of the space:



Other details:

- A boxed sandwiched lunch and water/coffee will be available for attending employers, as well as a place to hang coats.
- You'll be provided with a six-foot exhibitor table, two chairs, and will have about 2-3 feet of space between each table. Each table will have your company name on a sign.
- Please feel free to bring the following:
 - branded tablecloth/pop up banner or other signage
 - marketing materials such as flyers, swag, and job descriptions
 - business cards
- Feel free to wear company branded attire (polos, etc.). Students have been advised to dress in business casual attire given the nature of the industries represented.
- Access to electrical outlets is limited – please let me know as soon as possible if you require an outlet at your booth (first come, first serve).

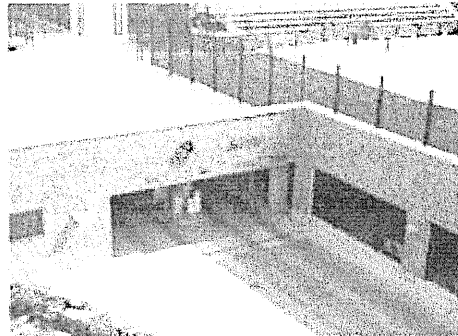
Parking: Please park in the College-Conservatory Music (CCM) Parking Garage, Varsity Village Garage, or Campus Green Garage. We will provide parking passes to those who are registered to come to the event.



CCM Garage

100 CCM Blvd. East

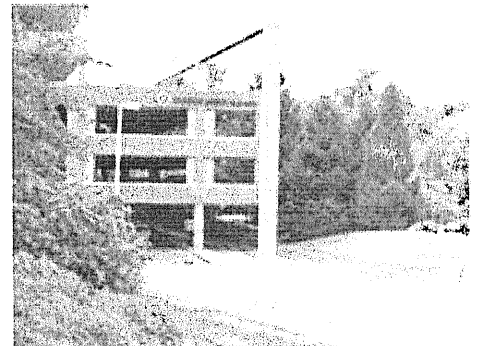
Pay station: 1st floor, near pay station entrance
 Hours: 8:00 AM - 5:00 PM
 Level 2 & 3 are open



Varsity Village Garage

200 Varsity Village Drive

Pay station: near elevator
 Clearance: 11'6"



Campus Green Garage

2935 Campus Green Drive

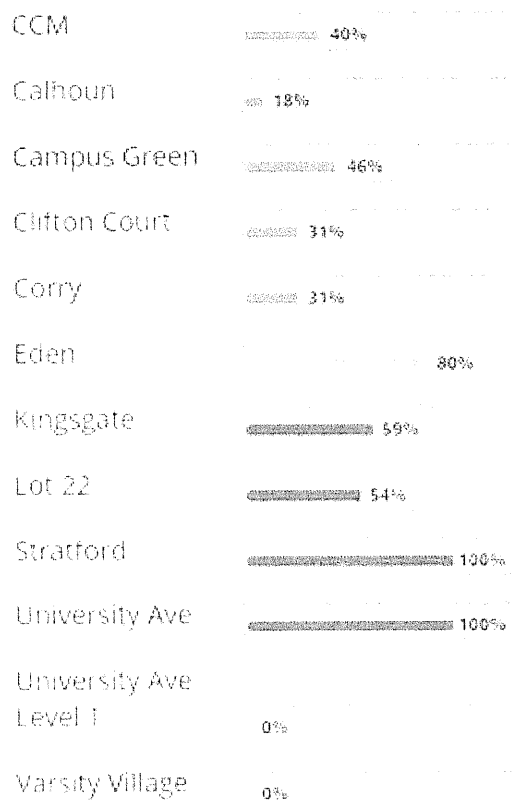
Pay station: Level 3 near elevator
 Clearance: 8'9"

Before you arrive – please check the [PARKING TRACKER](#) to see what garages are open for parking. This will help you manage your time to find parking. Sample image below (CCM is always the first to fill up, but Varsity Village has an entrance right nearby). PLEASE SEE ATTACHED FOR DIRECTIONS FROM THE GARAGES TO NIPPERT.

Visitor Parking Tracker

Visiting Campus?

Scroll through the live chart below to see how visitor parking is in each location!



Best,

Josh Chal
Senior Academic Adviser
Adjunct Faculty
513-556-9500



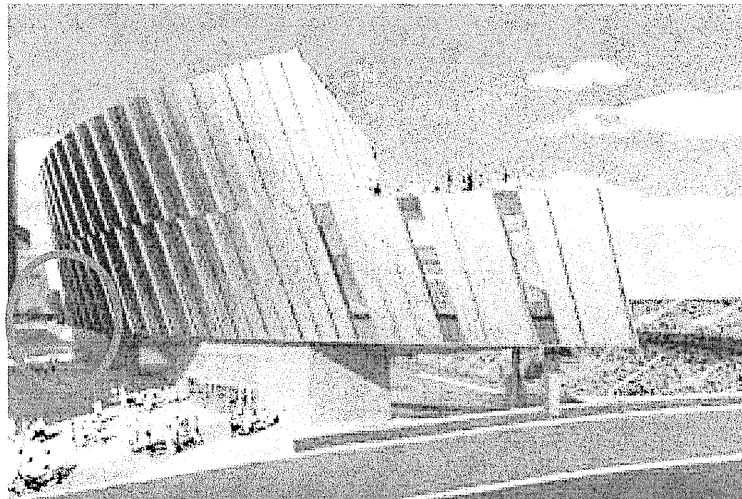
"Immerse, Inspire, Organize, reflect"

Walking Directions once inside CCM Garage to Nippert Stadium West Pavilion

- FROM Level P3 Parking
- Park & walk towards the North wall labeled **Werner Recital Hall/Nippert Stadium**. Go thru either set of glass doors and exit outside. (The doors are to the right as you pull in the garage)
- Exit outside and take the drive/walkway down to Nippert Stadium/West Pavilion.
- Enter Nippert/West Pavilion thru the North Lobby Entrance. Take the elevator to **3**.

- FROM Level P2/P1 Parking
- Park & walk towards the North Wall labeled **Werner Recital Hall/Nippert Stadium**.
- Go thru the glass doors to the elevator. Take the elevator to **P3**.
- Exit the CCM elevator and walk straight to the doors that exit outside. If you end up in the lobby of the recital hall, turn around and follow the hall that leads outside.
- Exit outside and take the walkway down to Nippert Stadium/West Pavilion.
- Enter Nippert/West Pavilion thru the North Lobby Entrance (third entrance). Take the elevator to **3**.

BRIDGE LOBBY ENTRANCE



University of Cincinnati Nippert West Pavilion

2700 Bearcat Way
Cincinnati, OH 45221

CCM Garage: http://www.uc.edu/parking/maps/ccm_garage.html

270 CCM Blvd.
Cincinnati, OH 45219

DRIVING DIRECTIONS to Campus Green Garage/Woodside Garage & Nippert Stadium West Pavilion

From the north or south via I-75

- From I-75, take the Hopple Street exit (exit 3).
 - Turn right off the exit onto Hopple Street from North I-75.
 - Turn left off the exit onto Hopple Street from South I-75.
- As you cross the first light, Hopple Street becomes Martin Luther King Drive.
- Follow Martin Luther King Jr. Dr. to Woodside Drive (intersection bottom of the hill)
- Turn right onto Woodside Drive.
- **Campus Green Garage** will be on the left and **Woodside Garage** will be on the right.
- Take the elevator or stairs to the street level
- Exit outside and begin walking on Woodside drive towards campus
- Woodside Drive eventually turns into Main Street. Take a right on Main Street and begin walking up the hill
- Keep walking on Main Street until you see the stadium on your left
- Head toward the concourse of the stadium, between the field and Tangeman University Center.
- Enter Nippert/West Pavilion thru the Bridge Lobby Entrance. Take the elevator to **3**.

From the west via I-74

- Take I-74 east to I-75 south.
- Take the Hopple Street exit (Exit 3).
- Turn left off the exit onto Hopple Street.
- As you cross the first light, Hopple Street becomes Martin Luther King Drive.
- Follow Martin Luther King Jr. Dr. to Woodside Drive (intersection at the bottom of the hill)
- Turn right onto Woodside Drive
- **Campus Green Garage** will be on the left and **Woodside Garage** will be on the right.
- Take the elevator or stairs to the street level
- Exit outside and begin walking on Woodside drive towards campus
- Woodside Drive eventually turns into Main Street. Take a right on Main Street and begin walking up the hill
- Keep walking on Main Street until you see the stadium on your left
- Head toward the concourse of the stadium, between the field and Tangeman University Center.
- Enter Nippert/West Pavilion thru the Bridge Lobby Entrance. Take the elevator to **3**.

University of Cincinnati Nippert West Pavilion

2700 Bearcat Way
Cincinnati, OH 45221

Campus Green Garage: http://www.uc.edu/parking/maps/campus_green_garage.html

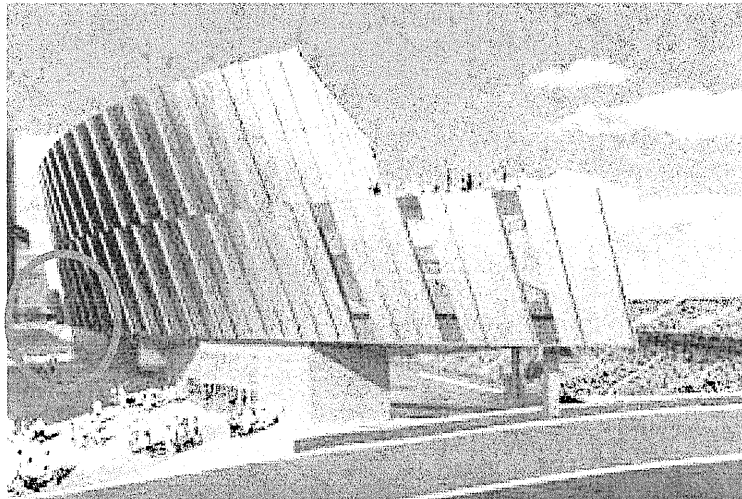
2935 Campus Green Dr.
Cincinnati, OH 45219

Walking Directions once inside CCM Garage to Nippert Stadium West Pavilion

- FROM Level P3 Parking
- Park & walk towards the North wall labeled **Werner Recital Hall/Nippert Stadium**. Go thru either set of glass doors and exit outside. (The doors are to the right as you pull in the garage)
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- Enter Nippert/West Pavilion thru the North Lobby Entrance. Take the elevator to **3**.

- FROM Level P2/P1 Parking
- Park & walk towards the North Wall labeled **Werner Recital Hall/Nippert Stadium**.
- Go thru the glass doors to the elevator. Take the elevator to **P3**.
- Exit the CCM elevator and walk straight to the doors that exit outside. If you end up in the lobby of the recital hall, turn around and follow the hall that leads outside.
- Exit outside and take the walkway down to Nippert Stadium/West Pavilion.
- Enter Nippert/West Pavilion thru the North Lobby Entrance (third entrance). Take the elevator to **3**.

BRIDGE LOBBY ENTRANCE



University of Cincinnati Nippert West Pavilion

2700 Bearcat Way

Cincinnati, OH 45221

CCM Garage: http://www.uc.edu/parking/maps/ccm_garage.html

270 CCM Blvd.

Cincinnati, OH 45219

UC-CCM Media Production Career Fair

Wednesday, February 15th 2023, 12:00 pm - 2:00 pm EST

Experience-Based Learning and Career Education ([emp/career_centers/704](http://maps.google.com/?q=2700+Bearcat+Way,+Cincinnati,+Ohio+45219,+United+States))

2700 Bearcat Way, Cincinnati, Ohio 45219, United States [📍](http://maps.google.com/?q=2700+Bearcat+Way,+Cincinnati,+Ohio+45219,+United+States) ([http://maps.google.com/?q=2700 Bearcat Way, Cincinnati, Ohio 45219, United States](http://maps.google.com/?q=2700+Bearcat+Way,+Cincinnati,+Ohio+45219,+United+States))

☆ Follow

✓ Registered ▾

[Details \(/emp/career_fairs/37420\)](#)

[All Employers \(/career_fairs/37420/employers_list\)](#)

🕒 2 days away

Employer Attendees

[US Digital Partners \(/employers/331122\)](#), [Cincinnati Children's Hospital Medical Center \(/employers/184674\)](#), [INHAILER \(/employers/387037\)](#), [The Front Office News \(/employers/512229\)](#) and 10 other employers ([/career_fairs/37420/employers_list](#)) are going.

[See More Employers \(/career_fairs/37420/employers_list\)](#)

Contact

Suzanne Schindler
Marketing & Events Manager
suzanne.schindler@uc.edu (mailto:suzanne.schindler@uc.edu)

Career Fair Description

This FREE event is a great opportunity to build awareness of your company and check out candidates for internships and entry-level jobs in media production, broadcasting, journalism, communication, marketing and advertising.

Our students and graduates have worked at Disney, Apple, National Geographic, the Oscars, local television stations, and more.

Our students develop a variety of skills in audio, video, news/broadcast, sports, and web production. Many also have skills in journalism, marketing, communications and more. Skills vary by student experience, focus area, and class year, but can include:

- Certifications: Ad Words, Google Analytics, Hootsuite, Hubspot, Mobile App Development
- Design: Adobe Creative Suite, Audacity, Canva, Inkscape, Pagemodo, Piktochart
- Social Media: Facebook, Instagram, Pinterest, Snapchat, Tumblr, Twitter, divr.it, Periscope, LinkedIn
- Website Design: CSS, HTML, Javascript, Squarespace, WordPress, XCode

For your free registration, you'll get a 6' table and can bring display items, business cards, and anything that describes your company and the kind of work you do. We'll promote the fair to UC students who are interested in this field.

Take this opportunity to recruit students and recent graduates, build name recognition, and educate students about careers in your area.

Support

Handshake provides training and support through its online Help Center (<https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>). You can also email fair manager Suzanne Schindler or media production academic advisor Josh Chal (chaljh@ucmail.uc.edu) to ask any question. We are here to help.

Last day to register is **February 10, 2023**.

Register today!

← (/emp/career_fairs/37420/registrations)

UC-CCM Media Production Career Fair registrati...

EMPLOYER

THE COLUMBUS RADIO GROUP (/emp/employers/247657)

BILLING ADDRESS

4401 CARRIAGE HILL LANE, COLUMBUS, OHIO 43220

REGISTRANT

MELISSA DARLING ANDRIX (/emp/contacts/67928188)

TOTAL REPRESENTATIVES COUNT

2

REPRESENTATIVES

REGISTERED AT

February 01, 2023 at 02:27 PM

STATUS

approved

Payments

Payment Status

paid

Label

No labels have been added.

Contact Information

WEBSITE

<https://uc.edu/careereducation> (<https://uc.edu/careereducation>)

PHONE

careereducation@uc.edu

LOCATION

Looking for

JOBS

None

JOB TITLES

None

JOB TYPES

Job Internship

EMPLOYMENT TYPES

Full-Time Part-Time

WORK AUTHORIZATIONS

US work authorization is required

MAJORS

None

MAJOR GROUPS

None

SCHOOL YEARS

Freshman Sophomore Junior Senior Masters Masters Of Business Administration
First Year Community / Technical College Second Year Community / Technical College

No Extra Questions

Registration Packages

Wednesday, Feb 15, 12:00 pm - 2:00 pm

Item	Cost
Standard	\$0.00
	\$0.00

General Items

Item

Cost

\$0.00

Total: \$0.00

Booth Assignments

Wednesday, Feb 15, 12:00 pm - 2:00 pm EST

No booth has been assigned yet

Current Invoice

There are no invoices recorded yet. When invoices are made, they will be listed here.

Payment History

There are no credit card charges yet. When charges are made, they will be listed here.

Cancelling a Registration

If you need to cancel your registration you should reach out to the career fair organizer. You can find contact details on the career fair overview (/emp/career_fairs/37420).

Public Activity and Comments

Use this to communicate with the other party regarding the registration as well as view a timeline of activity.

Add a Comment...

Add Comment

UPDATE Suzanne Schindler updated the UC-CCM Media Production Career Fair registration for THE COLUMBUS RADIO GROUP

Suzanne Schindler (/users/10822751) · Tuesday, February 7th 2023 5:11 pm

APPROVE Suzanne Schindler approved the UC-CCM Media Production Career Fair registration from THE COLUMBUS RADIO GROUP

Suzanne Schindler (/users/10822751) · Tuesday, February 7th 2023 5:11 pm

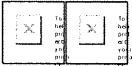
EMPLOYER REGISTERED You registered for UC-CCM Media Production Career Fair on behalf of THE COLUMBUS RADIO GROUP

MELISSA DARLING ANDRIX (/users/9773983) · Wednesday, February 1st 2023 2:27 pm

Melissa Andrix

From: Handshake <handshake@notifications.joinhandshake.com>
Sent: Tuesday, February 7, 2023 5:12 PM
To: Melissa Andrix
Subject: Career Fair Registration Approved at University of Cincinnati

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Your registration has been approved!

Hello MELISSA ,

Your registration for [UC-CCM Media Production Career Fair](#) has been approved!

You can view more details about [your registration](#) at any time on Handshake.

Registration Date: 2023-02-01

Employer: THE COLUMBUS RADIO GROUP

Registrant: MELISSA DARLING ANDRIX

Date Attending:

Wednesday, Feb 15, 12:00 pm - 2:00 pm EST

Message from University of Cincinnati

Way to go! You're registered for the CCM Media Production Career Fair at the University of Cincinnati. Ahead of the fair, we invite you to check out Handshake's advice on [how to engage early talent](#). We will send information about getting here and what to expect as the date gets closer.

Please contact the career fair host for any questions:

Name: Suzanne Schindler

Email Address: suzanne.schindler@uc.edu

Thank you,
University of Cincinnati

if you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).

P.O. Box 40770, San Francisco, CA 94140



*career fair
2/15/23 -
waiting for
details*

← (https://app.joinhandshake.com/emp/career_fairs/37420/registrations)

UC-CCM Media Production Career Fair registrati...

[Overview \(/emp/registrations/1303564\)](#)

[Edit \(/emp/registrations/1303564/edit\)](#)

Registration was successfully created.

EMPLOYER

THE COLUMBUS RADIO GROUP (/emp/employers/247657)

BILLING ADDRESS

4401 CARRIAGE HILL LANE, COLUMBUS, OHIO 43220

REGISTRANT

MELISSA DARLING ANDRIX (/emp/contacts/67928188)

TOTAL REPRESENTATIVES COUNT

2

REPRESENTATIVES

REGISTERED AT

February 01, 2023 at 02:27 PM

STATUS

pending

Payments

Payment Status

unpaid

Label

No labels have been added.

Contact Information

WEBSITE

<https://uc.edu/careereducation> (<https://uc.edu/careereducation>)

PHONE

careereducation@uc.edu

LOCATION

Cincinnati, Ohio, United States

Looking for

JOBS

None

JOB TITLES

None

JOB TYPES

Job Internship

EMPLOYMENT TYPES

Full-Time Part-Time

WORK AUTHORIZATIONS

US work authorization is required

MAJORS

None

MAJOR GROUPS

None

SCHOOL YEARS

Freshman Sophomore Junior Senior Masters Masters Of Business Administration
First Year Community / Technical College Second Year Community / Technical College

No Extra Questions

Registration Packages

Wednesday, Feb 15, 12:00 pm - 2:00 pm

Item

Cost

Standard

\$0.00

Item

Cost

\$0.00

General Items

Item

Cost

\$0.00

Total: \$0.00

Booth Assignments

Wednesday, Feb 15, 12:00 pm - 2:00 pm EST

No booth has been assigned yet

Current Invoice

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Payment History

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Cancelling a Registration

If you need to cancel your registration you should reach out to the career fair organizer. You can find contact details on the career fair overview (/emp/career_fairs/37420).

Public Activity and Comments

Use this to communicate with the other party regarding the registration as well as view a timeline of activity.

Add a Comment...

Add Comment

EMPLOYER REGISTERED You registered for UC-CCM Media Production Career Fair on behalf of THE COLUMBUS RADIO GROUP

MELISSA DARLING ANDRIX (/users/9773983) · Wednesday, February 1st 2023 2:27 pm

MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Participation in an event/program sponsored by an educational institution relating to career opportunities in broadcasting

Activity Classification: 10

<p>Nature of Activity, Including Date(s):</p> <p>Hyatts Middle School – Broadcast News and Podcasting Dept. (Eagle News) Station Tour/discussion on careers in all areas of broadcasting 3/16/23</p>
<p>Scope of Station's Participation:</p> <p>Students came to the WSNY/WLVQ/WVMX/WNND-NNP studios for a tour of the facility and to discuss future careers within the broadcast industry with members of our staff. Approx. 50 students attended as well as 2 teachers from the Middle School.</p>
<p>Station Personnel Involved:</p> <p>Erik Schmidt, Vice President/General Manager George Wolf, On-Air Talent/Programming Assistant/Production Assistant Kevin Schneider, Promotion Coordinator Melissa Andrix, Office Manager</p>

Melissa Andrix

From: George Wolf
Sent: Sunday, March 19, 2023 10:32 PM
To: Erik Schmidt; Michelle Matthews; Michelle Hurley; Melissa Andrix; Kevin Schneider
Subject: Post from Mr. Meta



Jim Meta
@jim7962

@MaddWolf it was awesome meeting both you last week! We had a great time and I look forward to coming again next year!!

@Sunny_95



Melissa Andrix

From: George Wolf
Sent: Tuesday, May 2, 2023 9:45 AM
To: Melissa Andrix
Subject: FW: New submission from columbusradiogroup.com

George Wolf

On-Air/Asst. Production Director/WNND Program Director

WSNY: Sunny 95 * WNND: Rewind 103.5/104.3

WVMX: Mix 107.9 * WLWQ: QFM96



Columbus, OH-IO!

From: George Wolf <george.wolf@columbusradiogroup.com>
Sent: Tuesday, January 31, 2023 3:51 PM
To: jim_meta <jim_meta@olsd.us>
Subject: RE: New submission from columbusradiogroup.com

Oh, wait and March 13th is actually a Monday. Did you mean to new date to be Thursday March 16th?

From: jim_meta <jim_meta@olsd.us>
Sent: Tuesday, January 31, 2023 3:47 PM
To: George Wolf <george.wolf@columbusradiogroup.com>
Subject: Re: New submission from columbusradiogroup.com

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes. My fault. I just wrote wrong date on email. 3/9 is when we're going to see play. Sorry.

Jim

Get [Outlook for iOS](#)

From: George Wolf <george.wolf@columbusradiogroup.com>
Sent: Tuesday, January 31, 2023 3:45:20 PM
To: jim_meta <jim_meta@olsd.us>
Subject: RE: New submission from columbusradiogroup.com

CAUTION: This email originated from outside of the OLSD mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I had down Thursday, March 9th as our original date (not 3/6).

From: jim_meta <jim_meta@olsd.us>
Sent: Tuesday, January 31, 2023 3:42 PM
To: George Wolf <george.wolf@columbusradiogroup.com>
Subject: Re: New submission from columbusradiogroup.com

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

George,

So the date that I had was 3/6 and I just found out that the high school that most of the kids go to next year is having a preview show for the kids that they have to go to. Can we move our trip to Thursday, March 13th?

Let me know and I apologize for the mix up.

Jim Meta

From: George Wolf <george.wolf@columbusradiogroup.com>
Sent: Tuesday, January 10, 2023 10:55 AM
To: jim_meta <jim_meta@olsd.us>
Subject: RE: New submission from columbusradiogroup.com

CAUTION: This email originated from outside of the OLSD mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Cool, I'll call about 12:45.

From: jim_meta <jim_meta@olsd.us>
Sent: Tuesday, January 10, 2023 10:13 AM
To: George Wolf <george.wolf@columbusradiogroup.com>
Subject: Re: New submission from columbusradiogroup.com

CAUTION: This email originated from outside of Saga Communications. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am free from 12:30-2:00 this afternoon if that works....

Jim

From: George Wolf <george.wolf@columbusradiogroup.com>
Sent: Tuesday, January 10, 2023 9:59 AM
To: jim_meta <jim_meta@olsd.us>
Subject: RE: New submission from columbusradiogroup.com

CAUTION: This email originated from outside of the OLSD mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Will do, thanks.

From: jim_meta <jim_meta@olsd.us>
Sent: Tuesday, January 10, 2023 9:57 AM
To: George Wolf <george.wolf@columbusradiogroup.com>
Subject: Re: New submission from columbusradiogroup.com

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If you could call my cell phone, that would be better.

Jim. My cell is 6143525820

Thanks!

Jim

Get [Outlook for iOS](#)

From: George Wolf <george.wolf@columbusradiogroup.com>
Sent: Tuesday, January 10, 2023 9:23:04 AM
To: jim_meta <jim_meta@olsd.us>
Subject: RE: New submission from columbusradiogroup.com

CAUTION: This email originated from outside of the OLSD mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jim:

George Wolf here, thanks for reaching out. I will call your phone later today.

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Company Name

Hyatts Middle School - Eagle News Broadcast group

What industry listed below best describes your company?

Education/Training

Company Website

<https://ohms.olentangy.k12.oh.us/>

Name

Jim Meta

Email

jim_meta@olsd.us

Phone

(740) 657-5400

Address

6885 Sawmill Parkway
Powell, OH 43065
United States
[Map It](#)

Tell us what type of advertising your company is looking for

I'm a teacher of Broadcast news and podcasting at Hyatts Middle School and was hoping to hook up with Hope Madden and/or George Wolf to talk to them about jobs in the media world and what a broadcast studio looks like. I am planning a field trip to hopefully come down and tour the place and do some things with whatever you guys have there.

Is this something that we could do. It would be 2-3 teachers with about 50 students. Please call my cell phone to discuss with more detail or to tell me this isn't something that we could do.

Thanks,
Jim Meta

I would like to advertise within the next

Week

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MENU OPTION ACTIVITIES – FORM BP-02

Type of Activity: Participation in an event/program sponsored by an educational institution relating to career opportunities in broadcasting.

Activity Classification: 10

Nature of Activity, Including Date(s):

Hilliard Davidson High School Mentorship Program
March-May 2023

Scope of Station's Participation:

Senior Kiersten Cashell was mentored by members of WSNY/WLVQ/WVMX/WNND-NNP staff for 4 hours per week for a total of 60 hours. She was interested in studying all aspects of Digital Marketing/PR when she attends college in the Fall.

Station Personnel Involved:

Michelle Hurley, Director of Marketing & General Sales Manager
Kevin Schneider, Promotion Coordinator

This was
an online
submission

Commitment to Mentor a Student

Complete the following form to confirm that you are willing to mentor or coordinate the placement of a Hilliard City Schools Career Mentorship student during the 2022 - 2023 school year for a minimum of 4 hours per week, 60 hours total in a semester.

Mentor Name and Title/Position

Your answer

Michelle Hurley
Dir. of Marketing & General Sales Manager

Company Name and Address

Your answer

Columbus Radio Group
4401 Carriage Hill Ln. Cols. 43220

Mentor Phone # and Email Address

Your answer

614-273-2651
Michelle.Hurley@ColumbusRadioGroup.com

First and Last Name of Student (Mentee)

Your answer *Kiersten Cashell*

i agree to serve as a mentor and/or coordinate the placement for a Hilliard City Schools Career Mentorship student during the 2022 - 2023 school year.

Yes

Students are required to mentor a total of 4 hours per week and 60 hours for the semester for CM2. Some students will have more than one mentor. Please list below, the Total Hours for the semester, you are committing to mentor the student.

Your answer *60 hours*

I have read and agree to the terms discussed in the Career Mentorship Agreement. (see link below) Clicking 'yes' will serve as my signature on the agreement.*

[*Link to the Agreement](#)

Yes

No

I have read and agree to the terms discussed in the Liability Form below. (See link below) Clicking 'yes' will serve as my signature on the agreement.*

[Link to the Liability Form](#)

Yes

No

Networking / Internship Solicitation

Re: Internships for PR/Marketing

Sarah Irvin <sarah@irvinpr.com>

Fri 4/28/2023 6:39 PM

To: Michelle Hurley <michelle.hurley@columbusradiogroup.com>

Cc: Cashell, Kiersten <kiersten.cashell@hilliardschools.org>

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Hey my dear, Michelle! And HELLO, Kiersten!

Unfortunately, we don't have an internship program right now, but what we do have are opportunities to shadow/help us for early morning PR with big events that we have. So maybe we could connect on one of our events over the summer – the Arts Festival or something like that? OR the marathon in the fall?

Just tell me if this would interest you, Kiersten, and we can go from there.

Thanks!

Sarah Irvin Clark

Irvin Public Relations

614.225.9100 (office)

614.296.4057 (cell)

sarah@irvinpr.com

Please note that I only check emails twice daily; if you need me urgently, please call or text my cell phone.

From: Michelle Hurley <michelle.hurley@columbusradiogroup.com>

Date: Friday, April 28, 2023 at 2:00 PM

To: Sarah Irvin <sarah@irvinpr.com>

Cc: Cashell, Kiersten <kiersten.cashell@hilliardschools.org>

Subject: Internships for PR/Marketing

Hi my friend,

I hope you are well! Boy, do I enjoy what you and your mom are up to each weekend – how special that you cook together regularly.

Have your ears been burning today?? I have a delightful student “mentoree” with me this quarter from Hilliard Davidson High School, Kiersten Cashell, and I’ve copied her on this email.

She’s with CRG through the Hilliard Mentorship program and is interested in digital marketing/PR.

We were talking about how to plan for additional career/interest exploration while she’s in college – heading to Capital University in the fall – and where she might intern.

Does Irvin PR have internships available, either paid or unpaid, and if not...do you know other general agencies or companies you might recommend she look into for some hands-on experience?

She plays basketball and that season runs Oct – March or April, so that's something she has to consider, but otherwise we're just looking for some PR guidance.

Let us know! And thank you!

Michelle

Michelle Hurley

Director of Marketing & General Sales Manager

Columbus Radio Group

614-451-2191

Michelle.Hurley@ColumbusRadioGroup.com

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Networking / Internship Solicitation

Re: Marketing Internships

Julie Low <jlow@ronfoth.com>

Tue 5/2/2023 5:06 PM

To: Michelle Hurley <michelle.hurley@columbusradiogroup.com>

Cc: Cashell, Kiersten <kiersten.cashell@hilliardschools.org>

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Hi Michelle!

I hope you're doing well.

Nice to e-meet you Kiersten. You're in great hands with Michelle!

We are not currently taking in interns but I'll let you know if that changes. Can you check back in with me in a couple of weeks?

I just saw a paid internship on LinkedIn for Nationwide. It would be great to get a foot in the door there! I've also heard that Shipyard may be looking.

Good luck to you and do check back in in a couple of weeks if you don't find something.

Sincerely,

Julie Low



Julie Low

Associate Media Director

Ron Foth Advertising

(614) 388-7771

ronfoth.com

[Ron Foth Advertising on Facebook](#) [Ron Foth Advertising on Twitter](#) [Ron Foth Advertising on Instagram](#) [Ron Foth Advertising on LinkedIn](#)

On Fri, Apr 28, 2023 at 2:52 PM Michelle Hurley <michelle.hurley@columbusradiogroup.com> wrote:

Hi Julie,

Long time, no see!!! How the heck are you??

Have your ears been burning today?? I have a delightful student "mentoree" with me this quarter from Hilliard Davidson High School, Kiersten Cashell, and I've copied her on this email.

She's with CRG through the Hilliard School District Mentorship program and is interested in digital marketing/PR.

Clear form

We were talking about how to plan for additional career/interest exploration while she's in college – heading to Capital University in the fall – and where she might intern.

Does Foth have internships available, either paid or unpaid, and if not...do you know other general agencies or companies you might recommend she look into for some hands-on experience?

Let us know! And thank you!

Michelle

Michelle Hurley

Director of Marketing & General Sales Manager

Columbus Radio Group

614-451-2191

Michelle.Hurley@ColumbusRadioGroup.com

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Networking / Internship Solicitation

Re: Marketing/Internships

mitchg creativespot.com <mitchg@creativespot.com>

Sat 4/29/2023 10:02 AM

To: Michelle Hurley <michelle.hurley@columbusradiogroup.com>

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Michelle,

We already filled our intern positions for the summer. We mainly have a writing internship that is a partnership with Ohio State.

I'm not sure if any other agencies have openings. Sorry I can't offer more help.

Mitch
Mitch Greenwald
Principal

+ office : 614.280.9280
+ direct : 614.280.0157 x202
+ cell : 614.638.8079
+ fax : 614.280.9282

Creative Spot : www.creativespot.com
430 East Rich Street : Columbus, OH 43215
Get To Know Us Even Better! www.creativespot.com/blog

On Apr 28, 2023, at 2:13 PM, Michelle Hurley
<michelle.hurley@columbusradiogroup.com> wrote:

Hi Mitch,

I hope you are well!

I have a delightful student "mentoree" with me this quarter from Hilliard Davidson High School, Kiersten Cashell, and I've copied her on this email. She's joined Columbus Radio Group through the Hilliard Schools Mentorship program and is interested in digital marketing/PR.

We were talking about how to plan for additional career/interest exploration while she's in college – heading to Capital University in the fall – and where she might intern. Does Creative Spot have internships available, either paid or unpaid, and if not...do you know other general agencies you might recommend she look into for some hands-on experience?

She's specifically interested in digital marketing.

Any insight or guidance you could provide would be amazing!

Thank you!
Michelle

Michelle Hurley

Director of Marketing & General Sales Manager
Columbus Radio Group
614-451-2191
Michelle.Hurley@ColumbusRadioGroup.com

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Hilliard Davidson High School Mentorship Program - Student Intern - starts 3/6

Michelle Hurley <michelle.hurley@columbusradiogroup.com>

Wed 3/1/2023 10:56 AM

To: Erik Schmidt <ESchmidt@columbusradiogroup.com>; Ross Wagner <ross.wagner@columbusradiogroup.com>; Col_Promoduo <PromoDuo@columbusradiogroup.com>; Melissa Andrix <mandrix@columbusradiogroup.com>; Michelle Matthews <michelle.matthews@columbusradiogroup.com>; Nick Shaeffer <nick.shaeffer@columbusradiogroup.com>

Hi all,

I have a student mentoree starting Monday from Hilliard Davidson High School. Her name is Kiersten Cashell. She wants to study marketing in college and will be shadowing our stations until 5/5/23. It's just 5 or so hours a week...MWF from about 1:30 – 3pm.

I may ask you to sit with her for a few minutes at some point, but more importantly, if you have a project that you'd LOVE someone to tackle in the next couple of months that you've had a hard time getting to – let's have her do it!

Melissa – what documents from her would be helpful for our EEO/Recruitment File?

Thanks!
Michelle

Michelle Hurley
Director of Marketing & General Sales Manager
Columbus Radio Group
614-451-2191
Michelle.Hurley@ColumbusRadioGroup.com

Improvement	3	completes necessary tasks				
N/A - Not applicable	3	Interest: Genuine curiosity about profession, asks questions to learn				
Monday:	March 27		1	4	3	Kevin Schmitt
Tuesday:	March 28					
Wednesday:	March 29		1	4	3	Kevin Schmitt
Thursday:	March 30					
Friday:	March 31					
Saturday:	April 1					
Sunday:	April 2					
Feedback from Mentor:	3	Attendance: On Time	TOTAL HOURS FOR WEEK: 8			
3 - Outstanding	3	Professionalism: Appropriate dress, language, and attitude, accepts feedback	TOTAL HOURS FOR SEMESTER: 24			
2 - Satisfactory	3	Initiative: Offers help without being asked, completes necessary tasks				
1 - Needs Improvement	3	Interest: Genuine curiosity about profession, asks questions to learn				
N/A - Not applicable						

Date:	Location	Hours		Total Hours	Mentor's Signature	TOTAL HOURS
		From:	To:			
Monday:	March 13					
Tuesday:	March 14					
Wednesday:	March 15	1	3	2	M. Hurley	
Thursday:	March 16					
Friday:	March 17	1	3	2	M. Hurley	
Saturday:	March 18					
Sunday:	March 19					
Feedback from Mentor:	3	Attendance: On Time	TOTAL HOURS FOR WEEK: 4			
3 - Outstanding	3	Professionalism: Appropriate dress, language, and attitude, accepts feedback	TOTAL HOURS FOR SEMESTER: 10			
2 - Satisfactory	2	Initiative: Offers help without being asked, completes necessary tasks				
1 - Needs Improvement	2	Interest: Genuine curiosity about profession, asks questions to learn				
N/A - Not applicable:						
Monday:	March 20	1	3	2	Kevin Schmitt	
Tuesday:	March 21					
Wednesday:	March 22	1	3	2	Kevin Schmitt	
Thursday:	March 23					
Friday:	March 24	1	3	2	Kevin Schmitt	
Saturday:	March 25					
Sunday:	March 26					
Feedback from Mentor:	3	Attendance: On Time	TOTAL HOURS FOR WEEK: 6			
3 - Outstanding	3	Professionalism: Appropriate dress, language, and attitude, accepts feedback				
2 - Satisfactory	2	Initiative: Offers help without being asked, completes necessary tasks				
1 - Needs Improvement	2	Interest: Genuine curiosity about profession, asks questions to learn				
N/A - Not applicable:						

N/A - Not applicable	3	Interest: Genuine curiosity about profession, asks questions to learn				
Monday:	March 6		1	3	2	M. Hurley
Tuesday:	March 7					
Wednesday:	March 8		1	3	2	M. Hurley
Thursday:	March 9					
Friday:	March 10		1	3	2	M. Hurley
Saturday:	March 11					
Sunday:	March 12					
Feedback from Mentor:	3	Attendance: On Time	TOTAL HOURS FOR WEEK: 6			
3 - Outstanding	3	Professionalism: Appropriate dress, language, and attitude, accepts feedback	TOTAL HOURS FOR SEMESTER: 18			
2 - Satisfactory	2	Initiative: Offers help without being asked, completes necessary tasks				
1 - Needs Improvement	2	Interest: Genuine curiosity about profession, asks questions to learn				
N/A - Not applicable:						

Monday:	May 1		1	3	2	M Hurley		
Tuesday:	May 2							
Wednesday:	May 3		1	3	2	M Hurley		
Thursday:	May 4							
Friday:	May 5		1	3	2	M Hurley		
Saturday:	May 6							
Sunday:	May 7							
Feedback from Mentor:		3	Attendance: On Time			TOTAL HOURS FOR WEEK:		6
3 - Outstanding		3	Professionalism: Appropriate dress, language, and attitude, accepts feedback			TOTAL HOURS FOR SEMESTER:		30
2 - Satisfactory		3	Initiative: Offers help without being asked, completes necessary tasks					10
1 - Needs Improvement		3	Interest: Genuine curiosity about					10

Date:	Location	Hours		Total Hours	Mentor's Signature
		From:	To:		
Monday:	April 24				
Tuesday:	April 25	1	3	2	M Hurley
Wednesday:	April 26	1	3	2	M Hurley
Thursday:	April 27				
Friday:	April 28	1	3	2	M Hurley
Saturday:	April 29				
Sunday:	April 30				

Feedback from Mentor:		3	Attendance: On Time			TOTAL HOURS FOR WEEK:		6
3 - Outstanding		3	Professionalism: Appropriate dress, language, and attitude, accepts feedback			TOTAL HOURS FOR SEMESTER:		30
2 - Satisfactory		3	Initiative: Offers help without being asked, completes necessary tasks					10
1 - Needs Improvement		3	Interest: Genuine curiosity about profession, asks questions to learn					10
N/A - Not applicable								

Monday:	April 10		1	3	2	M Hurley	
Tuesday:	April 11						
Wednesday:	April 12		10	1	3	M Hurley	
Thursday:	April 13						
Friday:	April 14		1	3	2	M Hurley	
Saturday:	April 15						
Sunday:	April 16						
Monday:	April 17						
Tuesday:	April 18		1	4	3	Karen Schum	
Wednesday:	April 19		1	4	3	Karen Schum	
Thursday:	April 20						
Friday:	April 21		1	4	3	Karen Schum	
Saturday:	April 22						
Sunday:	April 23						

Wow!

Dear Mrs. Hurley,

I am writing to thank you for the time we spent on this mentorship experience. I wanted to thank you to say how grateful I am for this amazing opportunity! You have impacted my life more than you could know! I can't thank you enough for sacrificing time out of your day to help me. I'm not sure you realize how much of a positive impact you've had on my life just through this experience. Throughout this experience, you have taught me so many valuable skills that I will carry on for the rest of my career. I appreciated learning from a very successful professional! Even though some days may have seemed unplanned or unorganized, I still learned so many things by just listening and watching. I don't think I can thank you enough for your time and effort spent teaching me new things. Thank you again for this amazing experience!

Sincerely,

Kiersten Cashell