

July 31, 2018

EEO Staff  
Policy Division, Media Bureau  
Federal Communications Commission  
445 Twelfth Street, S.W.  
Washington, D.C. 20554

Re: KEYZ(AM), Williston, North Dakota (Facility Id. 10511)

Dear Sir or Madam:

CCR-Williston IV, LLC (“Cherry Creek”), the licensee of broadcast station KEYZ(AM), Williston, North Dakota, hereby responds to the Commission’s notice of audit issued to Cherry Creek for KEYZ(AM). This response includes information about the following stations which, with KEYZ(AM), comprise Cherry Creek’s employment unit (the “Unit” or “Stations”):

KTHC(FM), Sidney, Montana (Facility Id. 10513)  
KYYZ(FM), Williston, North Dakota (Facility Id. 10510)

a. **Public File Report.** Copies of Cherry Creek’s two most recent EEO public file reports for the periods covering December 1, 2015 to November 30, 2016 (“2015-2016 Reporting Period”) and December 1, 2016 to November 30, 2017 (“2016-2017 Reporting Period”) (the 2015-2016 Reporting Period and the 2016-2017 Reporting Period, together, the “Audit Period”) are attached as Exhibit 1 and Exhibit 2, respectively.

The Stations’ website addresses are <http://www.keyzradio.com>, <http://power95.net>, and <http://dakotacountry.net>. The Unit’s most recent public file report is posted on each of these websites. The date of each full-time hire during the Audit Period is provided in Exhibit 1 and Exhibit 2.

Please note that there is a minor typographical error in Section 3 of Exhibit 1. Regarding Recruitment Initiative “F”, the Boy Scout troop visited in November 2016, not December 2015, as evidenced by the materials in Exhibit 5. Also note that there is another minor typographical error in Section 1 of Exhibit 2. Recruitment Source Numbers 5 and 14 should also be include in the column described “All Recruitment Sources Used to Fill Vacancy.”

b. **Supporting Documentation for Vacancies.** Attached as Exhibit 4 are copies of all available communications retained by the Unit announcing the vacancies for the full-time positions filled during the Audit Period, including examples of invoice notices for on-air advertising. None of the recruitment sources listed in the EEO public file reports have requested to be notified of full-time job openings. Please note that on July 5, 2016, the decision was made to hire an account executive for the current open position and to hire two additional account executives to expand the staff of the Unit. The same documentation and recruitment sources were used for the two additional account executives.

c. ***Total Number of Interviewees and Referral Sources.*** The total number of interviewees for each full-time vacancy filled during the Audit Period and the referral sources for each interviewee are provided in the Unit's EEO public file reports (see Exhibit 1 and Exhibit 2).

d. ***Documentation of Recruitment Initiatives.*** The Unit personnel involved in each recruitment initiative performed during the Audit Period is reflected in the EEO public file reports (see Exhibit 1 and Exhibit 2). Documentation of these initiatives is provided in Exhibit 5. The Unit currently has a total of 15 full-time employees. The Stations operate in markets with populations of less than 250,000.<sup>1</sup> Therefore, the Unit is required to perform two recruitment initiatives within a two-year period pursuant to 47 C.F.R. §§ 73.2080(c)(2) and (e)(3).

e. ***Discrimination Complaints.*** There are no pending or resolved complaints alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex during the current license term before any body having competent jurisdiction under federal, state, territorial, or local law.

f. ***Management's EEO Responsibilities.*** EEO compliance is an integral function of management at all levels within the Unit. The general manager and business manager work together to ensure EEO policies are implemented within the Unit. All department heads are informed of EEO procedures and are taught to conduct interviews and performance reviews in a manner that is in line with the Unit's EEO policy. Job announcements are approved by the general manager and business manager to ensure they properly identify the Unit is an Equal Opportunity Employer. The business manager works with the general manager and department heads to ensure job announcements are posted with appropriate recruitment sources and documentation provided. The business manager is responsible for maintaining EEO files internally for all job vacancies. The Business manager covers the EEO procedures with all new department heads to ensure there is no discrimination in hiring practices. This includes reviewing EEO policies provided by attorneys and personnel consulting services. This also includes signing and reviewing the EEO jobs outline and EEO outline. All job announcements identify that Cherry Creek is an equal opportunity employer.

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<sup>1</sup> The Stations operate in Williston, North Dakota, which has a population of 21,100, and Sidney, Montana, which has a population of 5,191, based on the 2010 U.S. Census.

g. ***Analysis of EEO Program's Effectiveness.*** The success of the Unit's EEO recruiting program is vital to the success of the company, and management therefore gives a significant amount of time and resources to evaluating the success of its outreach initiatives, and the program as a whole. The business manager and department heads evaluate the success of each outreach initiative on a case-by-case basis. After each job fair, community event, or other outreach initiative, the participants in that event, together with management, analyze the relative success of the event, including number of attendees, interest levels, number and quality of applications received (if applicable), and the like. Likewise, management actively evaluates the sources and methods by which it advertises specific job vacancies in order to ensure that the Stations receive a wide variety of qualified applicants for all employment positions. Thus, this process of constant self-evaluation allows the Unit to continue to utilize the most effective methods, while strategizing how to strengthen its other outreach efforts.

Management has determined that participation in local job fairs and career fairs, coupled with its vacancy-specific announcements and its internship program, allows station personnel to come into contact with, and select its employees from, a wide cross-section of members in the community. And it continually evaluates and modifies its program to ensure and optimize recruiting success. In addition, the Unit draws upon the human resources department of its parent to monitor and ensure its own EEO compliance.

h. ***Analysis of Pay, Benefits and Selection Techniques.*** The Unit recognizes the need to evaluate the effects of its employment process and decisions, and actively monitors employment outcomes to ensure their non-discriminatory effect. Every October, the general manager and business manager, assisted by the key department heads, look at all employees' salaries and determine if any positions will be given pay raises based on merit. The managers also analyze the effect of each employment decision on a case-by-case basis to ensure that it has a non-discriminatory effect. All full-time employees are eligible for the Unit's benefits, decided by the Cherry Creek Radio Corporate office.

The Unit does not have any union agreements, is not a religious broadcaster, and is not subject to a time brokerage agreement.

I certify that the information and statements herein are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge that the attached exhibits are considered material representations.

Please address any questions concerning this letter to Cherry Creek's counsel, Howard Liberman of Wilkinson Barker Knauer LLP, at (202) 383-3373.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jonathan Brewster", with a long, sweeping underline that extends to the right.

Jonathan Brewster  
Chief Executive Officer

**Exhibit 1**

EEO Public File Report for 2015-2016 Reporting Period



**(KEYZ(AM), KYYZ(FM), AND KTHC(FM))**

**WILLISTON, ND / SIDNEY, MT**

410 EAST 6TH STREET, WILLISTON, ND 58802

120 E MAIN STREET, SIDNEY, MT 59270

**EEO AUDIT REQUEST SECTION 3A:**

Please find attached Annual EEO report for  
2016

2016 Employee hire dates:

August 8, 2016

September 28, 2016

September 28, 2016

Please note, On July 5<sup>th</sup>, the decision was made to hire an account executive for our current open position and hire two additional account executives to expand our staff.

The Same job notice and recruitment list was used for the two additional account executives that were hired in September.



(KEYZ(AM), KYYZ(FM), AND KTHC(FM))

**WILLISTON, ND / SIDNEY, MT**

410 EAST 6TH STREET, WILLISTON, ND 58802

120 E MAIN STREET, SIDNEY, MT 59270

**CCR- WILLISTON III, LLC 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: (KEYZ (AM) (Williston, North Dakota), KYYZ(FM) (Williston, North Dakota) KTHC(FM)) (Sidney, Montana). and is required to be placed in the public inspection files of the above listed stations, and posted on their websites.

The information contained in this Report covers the time period beginning December 1 ,2015 to and including November 30, 2016 (the "Applicable Period") for (KEYZ(AM), KYYZ(FM), and KTHC (FM)).

SECTION 1 - VACANCY LIST

Stations Comprising Station Employment Unit:  
 (KEYZ (AM), KYYZ (FM), and KTHC (FM))  
 Covering the Period from December 1, 2015 to November 30, 2016

JOB POS #	JobTitle	All Recruitment Sources (RS) Used to Fill Vacancy	Number of Interviewees Referred by Each RS	RS that Referred the hiree
1	ACCOUNT EXECUTIVE	3-4-7-8-9-10-11-13-18-21-22-25-27-30	7-2, 10-3, 11-2, 30-3	10 KEYZ RADIO
2	ACCOUNT EXECUTIVE	3-4-7-8-9-10-11-13-14-18-21-22-25-27-30	7-2, 10-3, 11-2, 14-10, 30-3	14 JOB FAIR
3	ACCOUNT EXECUTIVE	3-4-7-8-9-10-11-13-14-18-21-22-25-27-30	7-2, 10-3, 11-2, 14-10, 30-3	7 JOB SERVICE ND

## SECTION 2 - RECRUITMENT SOURCE LIST

Stations Comprising Station Employment Unit:  
(KEYZ (AM), KYYZ (FM), AND KTHC (FM))  
Covering the Period from December 1, 2015 to November 30, 2016.

Ref #	Business	Contact	Address	City	State	Zip	Phone	# Intvws provided by source	JobPost ion Source used for
1	Sanford Brown college	Christine Dye	2225 E. Lake Street	Minneapolis	MN	55407	651-675-4750		
2	All Access.com	Joel Denver	1222 16th Ave S #25	Nashville	TN	37212	615-252-6400		
3	Cherry Creek Radio	Travis Cronen	501 S Cherry St	Denver	CO	80246	303-951-2070		1,2,3,
4	Dawson Community College	John Bole	110 3rd ST SW	Glendive	MT	59330	406-377-3396		1,2,3.
5	Employee referral/word of mouth								
6	Illinois Center for Broadacasting	Don Clark	601 South LaSalle St	Chicago	IL	60605	312-884-8000		
7	Job Service of North Dakota	Cindy Sanford/Jeremy Huschka	422 1st Ave W	Williston	ND	58801	701-774-7900	2	1,2,3,
8	Job Service of Montana	Crystal Rasmussen	211 N Central Ave	Sidney	MT	59270	406-433-6665		1,2,3,
9	KTHC Radio	Linda Howard	120 E Main Street	Sidney	MT	59270	406-433-6090		1,2,3,
10	KEYZ Radio	Linda Howard	401 6th ST East	Williston	ND	58802	701-572-5371	3	1,2,3,
11	KYYZ Radio	Linda Howard	401 6th ST East	Williston	ND	58802	701-572-5371	2	1,2,3,
12	Media Staffing Network	Kate Glenn	6518 E Shooting Way	Scottsdale	AZ	85266	810-385-4045		
13	Montana Broadcasters Association	Duane Bruce	18 Ruby Mountain Road	Clancy	MT	59634	406-431-2139		1,2,3
14	JOB FAIR - SEPT 7TH	Fran Zeer	422 1st Ave W	Williston	ND	58801	701-774-7900	10	2,3
15									
16	Ohio Center for Broadcasting	Terry Cuff	404 Upham St	Lakewood	CO	80226	303-937-7070		
17	North Dakota Jaycees	Diane Hagen	3314 University Ave	Williston	ND	58801	701-577-6000		
18	Pella Lutheran Church	George Biebl	4518 W Main Street	Sidney	MT	59270	406-433-3350		1,2,3,
19	Sidney Assembly of God		414 E Main	Sidney	MT	59270	406-433-3423		
20	Sidney High School	Thom Barnhart	2 5th Ave SW	Sidney	MT	59270	406-433-4080		
21	Trenton Indian Services	Dolores Trent	P.O. Box 210	Trenton	ND	58853	701-572-8316		1,2,3,
22	Minot State University	Linda Bersch	500 University Ave	Minot	ND	58707	701-858-3996		1,2,3,
23	Traffic Directors Guild of America	Larry Keene	<a href="http://www.tdga.org">www.tdga.org</a>	San Juan	CA	92675	949-429-7063		
24	Williston High School	Lou Ann Wick	502 W Highland Drive	Williston	ND	58801	701-572-0967		
25	Williston State College	Ted Williams	1410 University Ave	Williston	ND	58801	701-774-4200		1,2,3,
26									
27	Ebenezer Congregational Church	Pastor David	118 4th Ave NW	Sidney	MT	59270	406-433-2654		1,2,3,
28	UNKNOWN								
30	indeed.com		7501 N Capital TX Hwy	Austin	TX	78731	800-462-5842	3	1,2,3,
31	WALKIN								
32	CCR EMPLOYEE REFERRAL								
33									

Total number of interviews over 12 month period:

20

No agencies requested notification of vacancies during the period.



Section 3 - Recruitment Initiatives Undertaken by  
(KEYZ (AM), KYYZ (FM), AND KTHC (FM))

A: JOB BANKS - PERIODIC POSTINGS OF ACCOUNT EXECUTIVE POSITIONS DURING THE YEAR TO SOLICIT INTEREST FROM PERSONS WHO MAY LATER BE CONSIDERED FOR AE POSITIONS. MONTANA BROADCASTERS ASSOCIATION.

B: MANAGEMENT EEO TRAINING - NEW OPERATIONS MANAGER RECEIVED TRAINING ON FCC EQUAL OPPORTUNITY RULE AND POLICIES . FOCUSED ON BROADCAST EEO REQUIREMENTS, GENERAL EEO PROGRAM, AND THREE PRONG OUTREACH REQUIREMENTS. OPERATIONS MANAGER ALSO TOOK TRAINING THAT FOCUSED ON AVOIDING DISCRIMINATION DURING THE HIRING PROCESS AND AVOIDING ASKING DISCRIMINATORY QUESTIONS DURING THE INTERVIEW PROCESS.

C: COMMUNITY SPONSORED EVENT - GENERAL MANAGER CONDUCTED A PRESENTATION FOR THE WILLISTON CHAMBER LEADERSHIP PROGRAM IN JANUARY OF 2016. PROVIDED OVERVIEW OF JOB OPPORTUNITIES IN RADIO BROADCASTING.

D: EDUCATIONAL INSTITUTION EVENT: NEWS ASSISTANT/ANNOUNCER WAS ASKED BY WILLISTON STATE COLLEGE TO BE A PRESENTER AT THE CAREER EXPO. 4 SESSIONS WERE PRESENTED COVERING THE EDUCATIONAL REQUIREMENTS AND VARIOUS OPPORTUNITIES FOR CAREERS IN RADIO BROADCASTING.

A MT HIGH SCHOOL HAS TEAMED UP WITH CHERRY CREEK RADIO IN WILLISTON FOR AN ANNUAL JOB SHADOWING PROGRAM FOR STUDENTS. EACH SPRING STUDENTS FROM LAMBERT JOB SHADOW MEMBERS OF THE RADIO STAFF, GETTING HANDS ON EXPERIENCE OF JOB OPPORTUNITIES IN RADIO BROADCASTING.

E:JOB FAIR: GENERAL MANAGER AND BUSINESS MANAGER ATTENDED THE SEPTEMBER 2016 JOB FAIR SPONSORED BY JOB SERVICE NORTH DAKOTA. INFORMATION WAS GIVEN TO INTERESTED APPLICANTS CONCERNING CURRENT JOB OPENINGS WITH CHERRY CREEK RADIO.

F: SPONSORED EVENT: CHERRY CREEK RADIO REACHED OUT TO ALL LOCAL SCHOOLS IN THE AREA INVITING THEM TO BRING STUDENTS TO THE RADIO STATION FOR THE PURPOSE OF EDUCATING THEM ON THE JOB OPPORTUNITIES IN THE RADIO INDUSTRY. STUDENTS FROM TWO ELEMENTARY SCHOOLS PARTICIPATED IN MAY OF 2016. PURPOSE IS TO INSTILL AN INTEREST IN YOUNG FOLKS TO PURSUE A CAREER IN RADIO.

CHERRY CREEK RADIO ALSO REACHES OUT TO LOCAL NON-PROFIT COMMUNITY GROUPS TO PROMOTE RADIO BROADCASTING OPPORTUNITIES. LOCAL BOY SCOUT TROOP AND THEIR LEADER VISITED THE RADIO STATION IN DECEMBER OF 2015 AS PART OF THAT OUTREACH EFFORT.

G: JOB SERVICE EMPLOYERS COMMITTEE: CHAIRMAN OF THE COMMITTEE IS AN EMPLOYEE OF CHERRY CREEK RADIO. THE COMMITTEE SPONSORED A CAREER FAIR FEBRUARY 4TH FOR THE SIDNEY COMMUNITY. JSEC ALSO SPONSORS A YEARLY HIGHSCHOOL SCHOLARSHIP PROGRAM. MEMBERS OF THE JSEC COMMITTEE COVER A WIDE VARIETY OF INDUSTRIES AND EMPLOYMENT OPPORTUNITIES.

**Exhibit 2**

EEO Public File Report for 2016-2017 Reporting Period



(KEYZ(AM), KYYZ(FM), AND KTHC(FM))

WILLISTON, ND / SIDNEY, MT  
410 EAST 6TH STREET, WILLISTON, ND 58802  
120 E MAIN STREET, SIDNEY, MT 59270

EEO AUDIT REQUEST SECTION 3A:

Please find attached Annual EEO report for  
2017

2017 Employee hire dates:

October 6, 2017



**(KEYZ(AM), KYYZ(FM), AND KTHC(FM))**

**WILLISTON, ND / SIDNEY, MT**  
410 EAST 6TH STREET, WILLISTON, ND 58802  
120 E MAIN STREET, SIDNEY, MT 59270

**CCR- WILLISTON III, LLC 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: (KEYZ (AM) (Williston, North Dakota), KYYZ(FM) (Williston, North Dakota) KTHC(FM)) (Sidney, Montana). and is required to be placed in the public inspection files of the above listed stations, and posted on their websites.

The information contained in this Report covers the time period beginning December 1 ,2016 to and including November 30, 2017 (the "Applicable Period") for (KEYZ(AM), KYYZ(FM), and KTHC (FM)).

SECTION 1 - VACANCY LIST

Stations Comprising Station Employment Unit:  
 (KEYZ (AM), KYYZ (FM), and KTHC (FM))  
 Covering the Period from December 1, 2016 to November 30, 2017

JOB POS #	JobTitle	All Recruitment Sources (RS) Used to Fill Vacancy	Number of Inteviewees Referred by Each RS	RS that Referred the hiree
1	ADMIN ASSISTANT	7-10-11-13	5-1, 14-1	5 EMPLOYEE REFERRAL

**SECTION 2 - RECRUITMENT SOURCE LIST**

Stations Comprising Station Employment Unit:  
 (KEYZ (AM), KYYZ (FM), AND KTHC (FM))  
 Covering the Period from December 1, 2016 to November 30, 2017.

Ref #	Business	Contact	Address	City	State	Zip	Phone	# Intvws provid ed by source	JobPost ion Source used for	Entity entitled to notification
1	Sanford Brown college	Christine Dye	2225 E. Lake Street	Minneapolis	MN	55407	651-675-4750			No
2	All Access.com	Joel Denver	1222 16th Ave S #25	Nashville	TN	37212	615-252-6400			No
3	Cherry Creek Radio	Travis Cronen	501 S Cherry St	Denver	CO	80246	303-951-2070			No
4	Dawson Community College	John Bole	110 3rd ST SW	Glendive	MT	59330	406-377-3396			No
5	CCR EMPLOYEE REFERRAL							1	1	No
6	Illinois Center for Broadcasting	Don Clark	601 South LaSalle St	Chicago	IL	60605	312-884-8000			No
7	Job Service of North Dakota	Cindy Sanford/Jeremy Huschka	422 1st Ave W	Williston	ND	58801	701-774-7900		1	No
8	Job Service of Montana	Crystal Rasmussen	211 N Central Ave	Sidney	MT	59270	406-433-6665			No
9	KTHC Radio	Linda Howard	120 E Main Street	Sidney	MT	59270	406-433-5090			No
10	KEYZ Radio	Linda Howard	401 6th ST East	Williston	ND	58802	701-572-5371		1	No
11	KYYZ Radio	Linda Howard	401 6th ST East	Williston	ND	58802	701-572-5371		1	No
12	Media Staffing Network	Kate Glenn	6518 E Shooting Way	Scottsdale	AZ	85266	810-385-4045			No
13	Montana Broadcasters Association	Duane Bruce	18 Ruby Mountain Road	Clancy	MT	59634	406-431-2139		1	No
14	JOB FAIR	Fran Zeer	422 1st Ave W	Williston	ND	58801	701-774-7900	1	1	No
15	indeed.com		7501 N Capital TX Hwy	Austin	TX	78731	800-462-5842			No
16	Ohio Center for Broadcasting	Terry Cuff	404 Upham St	Lakewood	CO	80226	303-937-7070			No
17	North Dakota Jaycees	Diane Hagen	3314 University Ave	Williston	ND	58801	701-577-6000			No
18	Pella Lutheran Church	George Biebl	4518 W Main Street	Sidney	MT	59270	406-433-3350			No
19	Sidney Assembly of God		414 E Main	Sidney	MT	59270	406-433-3423			No
20	Sidney High School	Thorn Barnhart	2 5th Ave SW	Sidney	MT	59270	406-433-4080			No
21	Trenton Indian Services	Dolores Trent	P.O. Box 210	Trenton	ND	58853	701-572-8316			No
22	Minot State University	Linda Bersch	500 University Ave	Minot	ND	58707	701-858-3996			No
23	Traffic Directors Guild of America	Larry Keene	<a href="http://www.fdgqa.org">www.fdgqa.org</a>	San Juan	CA	92675	949-429-7063			No
24	Williston High School	Lou Ann Wick	502 W Highland Drive	Williston	ND	58801	701-572-0967			No
25	Williston State College	Ted Williams	1410 University Ave	Williston	ND	58801	701-774-4200			No
26	WALKIN									No
27	Ebenezer Congregational Church	Pastor David	118 4th Ave NW	Sidney	MT	59270	406-433-2654			No
28	UNKNOWN									No
30										
31										
32										
33										

Total number of interviews over 12 month period:

2

Section 3 - Recruitment Initiatives Undertaken by  
(KEYZ (AM), KYYZ (FM), AND KTHC (FM))

A: EDUCATIONAL INSTITUTION EVENT:

LAMBERT MONTANA HIGH SCHOOL HAS TEAMED UP WITH CHERRY CREEK RADIO IN WILLISTON FOR AN ANNUAL JOB SHADOWING PROGRAM FOR STUDENTS. EACH SPRING STUDENTS FROM LAMBERT JOB SHADOW MEMBERS OF THE RADIO STAFF, GETTING HANDS ON EXPERIENCE OF JOB OPPORTUNITIES IN RADIO BROADCASTING. THIS YEAR'S JOB SHADOW WAS APRIL 27TH.

B: EDUCATIONAL INSTITUTION EVENT:

JOB SHADOW WILLISTON REACHED OUT TO CHERRY CREEK RADIO IN WILLISTON TO BEGIN PARTICIPATING IN THEIR JOB SHADOW PROGRAM. TWO STUDENTS FROM TRINITY CHRISTIAN SCHOOL AND ONE STUDENT FROM TRENTON HIGH SCHOOL SPENT FEBRUARY 2ND JOB SHADOWING EMPLOYEES AT THE RADIO STATION.

C: SPONSORED EVENT: CHERRY CREEK RADIO REACHED OUT TO ALL LOCAL SCHOOLS IN THE AREA INVITING THEM TO BRING STUDENTS TO THE RADIO STATION FOR THE PURPOSE OF EDUCATING THEM ON THE JOB OPPORTUNITIES IN THE RADIO INDUSTRY. STUDENTS FROM ONE ELEMENTARY SCHOOLS PARTICIPATED JUNE 2, 2017. PURPOSE IS TO INSTILL AN INTEREST IN YOUNG FOLKS TO PURSUE A CAREER IN RADIO.

D: SUMMER INTERNSHIP PROGRAM

ESTABLISHED A SUMMER INTERNSHIP PROGRAM WITH WILLISTON STATE COLLEGE. STUDENT INTERNEED WITH THE RADIO STATION FROM JUNE 19TH TO JULY 25TH. INTERNSHIP COVERED PROGRAMMING, SALES, GENERAL MANAGER DUTIES, FCC REGULATIONS AND EEO PROCEDURES, TRAFFIC AND LOG TRAINING.

E: JOB FAIR - ATTENDED 3

GENERAL MANAGER AND OPERATIONS MANAGER ATTENDED A MARCH 22ND JOB FAIR HOSTED BY JOB SERVICE ND AND WILLISTON ECONOMIC DEVELOPMENT COMMITTEE  
GENERAL MANAGER AND OPERATIONS MANAGER ATTENDED A JUNE 14TH JOB FAIR IN WATFORD CITY HOSTED BY THE WATFORD CITY AREA CHAMBER OF COMMERCE AND JOB SERVICE ND.

GENERAL MANAGER AND BUSINESS MANAGER ATTENDED A JOB FAIR ON SEPTEMBER 13TH SPONSORED BY JOB SERVICE ND AND THE WILLISTON ECONOMIC DEVELOPMENT COMMITTEE.

INFORMATION WAS GIVEN TO INTERESTED APPLICANTS CONCERNING CURRENT JOB OPENINGS AND DIFFERENT TYPES OF JOBS AVAILABLE IN THE RADIO INDUSTRY.

F: CHERRY CREEK RADIO CAREER DEVELOPMENT TRAINING

OCTOBER 11TH: CCR-WILLISTON ACCOUNT EXECUTIVE ATTENDED THE CAREER DEVELOPMENT SEMINAR DIRECTOR OF SALES.

NOVEMBER 8TH - CCR WILLISTON ACCOUNT EXECUTIVE ATTENDED THE CAREER DEVELOPMENT SEMINAR SALES MANAGER RIDE ALONG. BOTH WERE DESIGNED TO ASSIST ACCOUNT EXECUTIVE TO WORK TOWARD BECOMING A SALES MANAGER.

OCTOBER 10TH: CCR-WILLISTON OPERATIONS MANAGER ATTENDED THE CAREER DEVELOPMENT SEMINAR ON RECRUITMENT.

SEMINAR WAS DESIGNED TO HELP OPERATIONS MANAGERS WORK INCREASE THEIR RECRUITMENT OPTIONS FOR ON AIR PERSONNEL.

OCTOBER 11TH: CCR-WILLISTON GENERAL MANAGER AND BUSINESS MANAGER ATTENDED CAREER DEVELOPMENT SEMINAR ON BUDGETING.

NOVEMBER 8TH: CCR-WILLISTON BUSINESS MANAGER ATTENDED CAREER DEVELOPMENT SEMINAR ON WHAT'S A P&L.

BOTH WERE DESIGNED TO FURTHER CAREERS FOR GENERAL MANAGER'S AND BUSINESS MANAGER'S.



**Exhibit 3**

Total Number of Interviewees



(KEYZ(AM), KYYZ(FM), AND KTHC(FM))

**WILLISTON, ND / SIDNEY, MT**

410 EAST 6TH STREET, WILLISTON, ND 58802

120 E MAIN STREET, SIDNEY, MT 59270

EEO AUDIT REQUEST 2016 SECTION 3C:

Total number of interviewees for 2016	-	20
NORTH DAKOTA JOB SERVICE		2 interviewees
NORTH DAKOTA JOB FAIR		10 interviewees
INDEED.COM		3 interviewees
CHERRY CREEK RADIO		5 interviewees



(KEYZ(AM), KYYZ(FM), AND KTHC(FM))

WILLISTON, ND / SIDNEY, MT

410 EAST 6TH STREET, WILLISTON, ND 58802

120 E MAIN STREET, SIDNEY, MT 59270

EEO AUDIT REQUEST 2017 SECTION 3C:

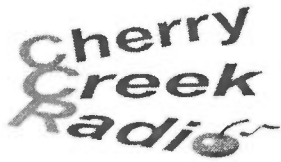
Total number of interviewees for 2017 - 2

NORTH DAKOTA JOB SERVICE FAIR 1 interviewee

EMPLOYEE REFERRAL 1 interviewee

**Exhibit 4**

Documentation of Recruitment for Vacancies



**(KEYZ(AM), KYYZ(FM), AND KTHC(FM))**

**WILLISTON, ND / SIDNEY, MT**  
410 EAST 6TH STREET, WILLISTON, ND 58802  
120 E MAIN STREET, SIDNEY, MT 59270

**EEO AUDIT REQUEST 2016 SECTION 3B:**

Please see attached job notice and recruitment list. CCR Business Manager maintains internal EEO files on all job openings as required for documentation.

CCR Williston did not have any agencies or organizations request to receive copies of job announcements during the time frame of the 2016 annual report.

Please note, On July 5<sup>th</sup>, the decision was made to hire an account executive for our current open position and hire two additional account executives to expand our staff.

The Same job notice and recruitment list was used for the two additional account executives that were hired in September.

Howard, Linda

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**From:** Howard, Linda  
**Sent:** Wednesday, July 06, 2016 2:22 PM  
**To:** , Patricia; , Kim  
**Subject:** ACCOUNT EXECUTIVE POSTING  
**Attachments:** AE AD 07.06.2016.doc

Hi Kim and Tricia, Please post the attached job opening announcement for 3 weeks on our Station bulletin boards. Thank you.

Linda Howard  
BENEFITS ADMIN/CCR LIASON  
CCR WILLISTON BUS MGR  
701-872-4490



**KEYZ**AM  
**660**  
NEWS RADIO



CCR-WILLISTON/SIDNEY P.O. BOX 2048 WILLISTON ND 58802

Account Executive

Cherry Creek Radio - Williston is one of the most innovative media players in the market – a company based on a philosophy of "Main Street not Wall Street"

Williston is actively searching for Sales Representatives who will be responsible for building relationships and selling Cherry Creek Radio assets as marketing solutions. The role objective is to achieve revenue targets, while helping clients meet key business challenges. Successful candidates must be motivated, enthusiastic, self-starters who are able to work effectively both independently and in a team environment. If you are motivated, have a strong desire to succeed and can adapt and overcome, then you are in for a successful and rewarding career with the potential opportunity to make an outstanding income.

Contact-Larry Timpe. for a confidential screening, [ltimpe@cherrycreekradio.com](mailto:ltimpe@cherrycreekradio.com)  
Cherry Creek Radio is an Equal Opportunity Employer.

7/6/2016

Howard, Linda

---

**From:** Howard, Linda  
**Sent:** Wednesday, July 06, 2016 1:53 PM  
**To:** DAWSON COMMUNITY COLLEGE; Job Service Montana; JOB SERVICE  
NORTH DAKOTA  
**Subject:** CHERRY CREEK RADIO JOB POSTING REQUEST  
**Attachments:** AE AD 07.06.2016.doc  
**Importance:** High

Good Afternoon, Cherry Creek Radio in Williston is looking to hire an Account Executive full time position. I have attached a job posting for you. Please post for minimum of two weeks. Thank you for helping us get the word out that we are hiring for this full time position. If you have any questions, please let me know.  
Thanks again for your help.

Linda Howard  
BENEFITS ADMIN/CCR LIASON  
CCR WILLISTON BUS MGR  
701-872-4490





**KEYZ AM**  
**660**  
**NEWS RADIO**



CCR-WILLISTON/SIDNEY P.O. BOX 2048 WILLISTON ND 58802

Account Executive

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Contact-Larry Timpe, for a confidential screening, [ltimoe@cherrycreekradio.com](mailto:ltimoe@cherrycreekradio.com)  
Cherry Creek Radio is an Equal Opportunity Employer.

Northern Plains Radio Network

KEYZ  
Country

KTNC  
POWER  
95.1 FM

KRZ  
296.1 FM  
Country Thunder

P.O. Box 2048 - Williston, ND 58802

Trenton Indian Services  
PO Box 210  
Trenton, MD  
58853

Northern Plains Radio Network

KEYZ  
Country

KTNC  
POWER  
95.1 FM

KRZ  
296.1 FM  
Country Thunder

P.O. Box 2048 - Williston, ND 58802

Ebenezer Congregational Church  
118 4th Ave NW  
Sidney, MT 59270

Northern Plains Radio Network



P.O. Box 2048 - Williston, ND 58802

Pella Lutheran Church  
418 W. Main St  
Sidney, MT  
59290

Northern Plains Radio Network



P.O. Box 2048 - Williston, ND 58802

Minot State University  
attn: Linda Bersch  
500 University Ave  
Minot, ND  
58507



**KEYZ<sup>AM</sup>**  
**660**  
**NEWS RADIO**



CCR-WILLISTON/SIDNEY P.O. BOX 2048 WILLISTON ND 58802

Account Executive

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- MBA News  
(<http://www.mtbroadcasters.org/news/>)
- Broadcasters Directory  
(<http://www.mtbroadcasters.org/broadcasters-directory/>)
- Events Calendar  
(<http://www.mtbroadcasters.org/events-calendar/>)
- Convention  
(<http://www.mtbroadcasters.org/convention/>)
- Associate Members  
(<http://www.mtbroadcasters.org/associate-members/>)
- EQO Resources  
(<http://www.mtbroadcasters.org/eo-resources/>)
- NCSA Program  
(<http://www.mtbroadcasters.org/ncaa-program/>)
- Scholarships  
(<http://www.mtbroadcasters.org/scholarships/>)
- Amber Alert  
(<http://www.mtbroadcasters.org/amber-alert/>)
- Hall of Fame  
(<http://www.mtbroadcasters.org/hall-of-fame/>)
- Careers  
(<http://www.mtbroadcasters.org/careers/>)
- Job Bank  
(<http://www.mtbroadcasters.org/job-bank/>)
- Awards  
(<http://www.mtbroadcasters.org/awards/>)
- Links  
(<http://www.mtbroadcasters.org/links/>)
- About Us  
(<http://www.mtbroadcasters.org/about-us/>)
- Contact Us  
(<http://www.mtbroadcasters.org/contact/>)

[Back to Job Bank \(job-bank\)](#)

## ACCOUNT EXECUTIVE - Williston, ND

Job Contact: LARRY TIMPE

Phone: 701-872-6371

Email: [ltimpe@cherrycreekradio.com](mailto:ltimpe@cherrycreekradio.com) (<mailto:ltimpe@cherrycreekradio.com>)

Cherry Creek Radio - Williston is one of the most innovative media players in the market - a company based on a philosophy of "Main Street not Wall Street"

Williston is actively searching for Sales Representatives who will be responsible for building relationships and selling Cherry Creek Radio assets as marketing solutions. The role objective is to achieve revenue targets while helping clients meet key business challenges. Successful candidates must be motivated, enthusiastic, self-starters who are able to work effectively both independently and in a team environment. If you are

motivated, have a strong desire to succeed and can adapt and overcome, then you are in for a successful and rewarding career with the potential opportunity to make an outstanding income.

Contact Larry Timpe for a confidential screening. [ltimpe@cherrycreekradio.com](mailto:ltimpe@cherrycreekradio.com)

Cherry Creek Radio is an Equal Opportunity Employer.

## Current Openings

### Williston, ND

#### Account Executive

Cherry Creek Radio - Williston is one of the most innovative media players in the market -- a company based on a philosophy of "Main Street not Wall Street"

Williston is actively searching for Sales Representatives who will be responsible for building relationships and selling Cherry Creek Radio assets as marketing solutions. The role objective is to achieve revenue targets, while helping clients meet key business challenges. Successful candidates must be motivated, enthusiastic, self-starters who are able to work effectively both independently and in a team environment. If you are motivated, have a strong desire to succeed and can adapt and overcome, then you are in for a successful and rewarding career with the potential opportunity to make an outstanding income.

Contact-Larry Timpe. for a confidential screening, [ltimpe@cherrycreekradio.com](mailto:ltimpe@cherrycreekradio.com)

7/6/2016

*Travis Cronen - Denver*

*123 original photos & more*



### Preview Job

By pressing confirm you agree that this job will be posted and applications will be processed in accordance with Indeed's [Cookie Policy](#), [Privacy Policy](#) and [Terms of Service](#). You consent to Indeed informing a user that you have opened, viewed or made a decision regarding the user's application.

Job Title — edit

Account Executive/Sales

Company — edit

Cherry Creek Radio - Williston

Location — edit

Williston, ND

Job type — edit

Full-time

Job Description — edit

Cherry Creek Radio - Williston is one of the most innovative media players in the market – a company based on a philosophy of “Main Street not Wall Street” Williston is actively searching for Sales Representatives who will be responsible for building relationships and selling Cherry Creek Radio assets as marketing solutions. The role objective is to achieve revenue targets, while helping clients meet key business challenges. Successful candidates must be motivated, enthusiastic, self-starters who are able to work effectively both independently and in a team environment. If you are motivated, have a strong desire to succeed and can adapt and overcome, then you are in for a successful and rewarding career with the potential opportunity to make an outstanding income. Cherry Creek Radio is an Equal Opportunity Employer.

Application Questions — edit

You request Indeed to ask candidates the following questions:

- Do you have at least **2** years of **Sales** experience?
- Do you have the following license or certification: **valid driver's license?**

[Job Settings](#) — [edit](#)

Language: **English**

Apply method: **Email (ltimpe@cherrycreekradio.com)**

Confirm

[Products](#) — [Resources](#) — [FAQ](#) — [Blog](#)

©2016 Indeed - [Cookies](#), [Privacy](#) and [Terms](#)



Howard, Linda

---

From: Tina  
Sent: Wednesday, July 20, 2016 9:02 AM  
To: Howard, Linda  
Subject: RE: CCR AE JOB ADS NOW RUNNING

CCR PROMOS  
Account Executive Opening  
Sales: Larry Timpe

Words: 181, Chars: 1044  
Len: 60.0 (Est. Len.: 56.4)  
Cart: 2407  
Due: 07-14-16  
Run: 07-15-16 — 07-31-16  
KEYZ-AM, KYYZ-FM, KTHC-FM

## Script

Are you ready for a career change? Are you looking for a position where your motivation, creativity and desire for success can make a difference? Cherry Creek Radio has an opening for a Full-time Account Executive in Williston. This is an outside sales position. We are looking for self-starters who are able to work effectively both independently and in a team environment. You will spend your days working with local businesses that want to succeed as much as you do. To make application for the Account Executive position, visit our stations web sites and click on employment opportunities. KEYZ Radio dot com, Dakota Country dot net or Power 95 dot net. You may also drop off your cover letter and resume at our studios at 6th and University in Williston or in Sidney at 120 East Main. If you have a strong desire to succeed and can adapt and overcome, then you are in for a successful and rewarding career with the potential opportunity to make an outstanding income. Cherry Creek Radio is an equal opportunity employer.

Sorry I didn't think about the script part when I was off.

Tina  
Traffic  
Cherry Creek Radio - Sierra Vista - Williston

---

**From:** Howard, Linda  
**Sent:** Wednesday, July 20, 2016 8:59 AM  
**To:** Tina  
**Subject:** CCR AE JOB ADS NOW RUNNING

Hi Tina, I need a copy of the script for this ae ad. Is there script attached to the v-creative po? No rush, just when you have time.

Linda Howard

The following documents are a sample of the invoice notices, including the date and time of airing, for the account executive vacancy. If the FCC would like copies of all invoice notices we are happy to provide them.

# INVOICE



**Invoice #:** IN-E-1160730226  
**Invoice Date:** 07/31/2016  
**Contract #:** 30074333  
**Page:** 1  
**Net Amount Due:** \$0.00

**Advertiser:** EEO ADS  
 P.O. BOX 2048  
 WILLISTON, ND 58801

**Station(s):** KEYZ-AM

**Advertiser:** EEO ADS  
**Product:** Account Executive Opening  
**Estimate #:**  
**Agency Client Code:**  
**Buyer Name:**

**Salesperson(s):** Larry Timpe  
**Terms:** NET 30 DAYS

Day	Date	Time	Product	ISCI	Rate
Ln 1 07/15/16 - 07/24/16 6:00AM-12:00AM 37/WK @ \$0.00 M-Su Length: 60					
FRI	07/15/16	06:52a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	04:50p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	09:58p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	10:58p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	11:59p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	06:53a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	10:35a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	12:22p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	02:05p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	05:46p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	08:05p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	01:20p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	03:05p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	06:35p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	07:36p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	08:19p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	09:36p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	07:17a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	04:26p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	10:30p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	11:28p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	08:18a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	10:32a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	12:25p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	03:35p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	11:05p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	07:13a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	02:47p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	05:53p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	07:44p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	11:45p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
THU	07/21/16	07:51a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00

# INVOICE



**Invoice #:** IN-T-1160715213  
**Invoice Date:** 07/31/2016  
**Contract #:** 30074334  
**Page:** 1  
**Net Amount Due:** \$0.00

**Advertiser:** EEO ADS  
 P.O. BOX 2048  
 WILLISTON, ND 58801

**Station(s):** KTHC-FM

**Advertiser:** EEO ADS  
**Product:** Account Executive Opening  
**Estimate #:**  
**Agency Client Code:**  
**Buyer Name:**

**Salesperson(s):** Larry Timpe  
**Terms:** NET 30 DAYS

Day	Date	Time	Product	ISCI	Rate
Ln 1 07/15/16 - 07/24/16 6:00AM-12:00AM 37/WK @ \$0.00 M-Su Length: 60					
FRI	07/15/16	06:37a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	07:30a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	09:45p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	11:46p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	08:44a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	10:43a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	11:30a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	03:46p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	05:51p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	08:47p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	09:43p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	06:47a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	12:42p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	02:42p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	05:48p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	07:48p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	10:48p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	01:48p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	02:35p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	04:40p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	09:44p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	10:47p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	07:08a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	11:34a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	06:41p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	08:43p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	09:42p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	09:18a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	07:22p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	10:24p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	10:49p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	11:46p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00

# INVOICE



**Invoice #:** IN-Y-1160723302  
**Invoice Date:** 07/31/2016  
**Contract #:** 30074335  
**Page:** 1  
**Net Amount Due:** \$0.00

**Advertiser:** EEO ADS  
 P.O. BOX 2048  
 WILLISTON, ND 58801

**Station(s):** KYYZ-FM

**Advertiser:** EEO ADS  
**Product:** Account Executive Opening  
**Estimate #:**  
**Agency Client Code:**  
**Buyer Name:**

**Salesperson(s):** Larry Timpe  
**Terms:** NET 30 DAYS

Day	Date	Time	Product	ISCI	Rate
Ln 1 07/15/16 - 07/24/16 6:00AM-12:00AM 37/WK @ \$0.00 M-Su Length: 60					
FRI	07/15/16	07:48p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	08:48p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	09:37p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	10:14p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
FRI	07/15/16	11:19p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	06:48a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	12:35p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	02:29p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	06:42p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	08:21p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SAT	07/16/16	10:21p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	07:19a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	10:02a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	04:40p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	05:16p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	06:20p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
SUN	07/17/16	07:22p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	07:21a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	08:18a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	06:50p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	07:16p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
MON	07/18/16	09:16p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	10:29a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	02:55p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	08:16p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	09:17p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
TUE	07/19/16	10:17p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	10:33a	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	02:53p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	07:16p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	08:15p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00
WED	07/20/16	10:14p	ACCOUNT EXECUTIVE OPENING	ACCOUNT EXECUTIVE OPENING	\$0.00



**(KEYZ(AM), KYYZ(FM), AND KTHC(FM))**

**WILLISTON, ND / SIDNEY, MT**

410 EAST 6TH STREET, WILLISTON, ND 58802

120 E MAIN STREET, SIDNEY, MT 59270

**EEO AUDIT REQUEST 2017 SECTION 3B:**

Please see attached job notice and recruitment list. CCR Business Manager maintains internal EEO files on all job openings as required for documentation.

CCR Williston did not have any agencies or organizations request to receive copies of job announcements during the time frame of the 2016 annual report.



## WILLISTON

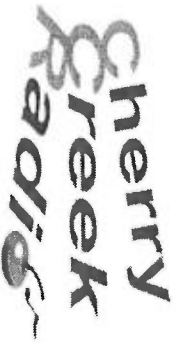
### Full Time Position

### Administrative Assistant

Cherry Creek Media in Williston has an immediate opening for a Full Time administrative assistant. We are looking for an individual who has the ability to multi-task and work independently. Must be proficient with computers and have strong data entry skills. Duties include, but are not limited to, answering phones, greeting guests, preparing reports, working with daily deposit, incoming bills, outgoing invoices, filing, and assisting the General Manager, and Business Manager as needed. Hours are Monday thru Friday 8 to 5. Salary and benefits discussed at time of interview. Email application packet to [lhoward@cherrycreekmedia.com](mailto:lhoward@cherrycreekmedia.com) or mail to Cherry Creek Media-Williston, Attn: Linda. P.O. Box 2048, Williston ND 58802.

Cherry Creek Media is an equal opportunity employer.

9/27/2017



**KEYZ-AM/KYYZ-FM/KTHC-FM**

**WILLISTON, ND / SIDNEY, MT**  
 410 EAST 6TH STREET, WILLISTON, ND 58802  
 120 E MAIN STREET, SIDNEY, MT 59270

Local List of Contacts

KEYZ Radio	Linda Howard	401 6th ST East	Williston	ND	58802	701-572-5371	lhoward@cherrycreekradio.com
KYYZ Radio	Linda Howard	401 6th ST East	Williston	ND	58802	701-572-5371	lhoward@cherrycreekradio.com
Job Service of North Dakota	Cindy Sanford	422 1st Ave W	Williston	ND	58801	701-774-7900	jehuschka@nd.gov
Montana Broadcasters Association	Dewey Bruce	18 Ruby Mountain Road	Clancy	MT	59634	406-431-2139	dbruce@mtbroadcasters.org



## Howard, Linda

---

**From:** Howard, Linda  
**Sent:** Thursday, September 28, 2017 1:23 PM  
**To:** JOB SERVICE NORTH DAKOTA  
**Subject:** CHERRY CREEK RADIO. JOB POSTING  
**Attachments:** Administrative Assistant Help Wanted 9.27.17.doc

**Importance:** High

Hey Jeremey, would you post this for me. Please let me know if you have any questions. Thanks.

*Linda Howard*  
**CHERRY CREEK MEDIA**  
**BENEFITS ADMIN/BUS MGR LIAISON**  
**WILLISTON BUS MGR**  
**701-872-4490**

**Howard, Linda**

---

**From:**  
**Sent:** Thursday, September 28, 2017 3:23 PM  
**To:** Howard, Linda  
**Subject:** RE: CHERRY CREEK RADIO. JOB POSTING

Hello Linda,

I did get the Admin Assistant position posted.

If you fill the position or need it reposted let me know.



Customer Service Specialist- Business Services  
Williston Job Service North Dakota  
Phor  
Fax:  
TTY (Relay ND):



*Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, copy, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.*

*Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.*

[« Back to Job Bank](#)

[« Back to Job Bank](#)

# **ADMINISTRATIVE ASSISTANT - Williston, ND**

**Job Contact: Linda Howard**

**Phone: 701-572-5371**

**Email: [lhoward@cherrycreekmedia.com](mailto:lhoward@cherrycreekmedia.com)**

Cherry Creek Media in Williston has an immediate opening for a Full Time administrative assistant. We are looking for an individual who has the ability to multi-task and work independently. Must be proficient with computers and have strong data entry skills. Duties include, but are not limited to, answering phones, greeting guests, preparing reports, working with daily deposit, incoming bills, outgoing invoices, filing, and assisting the General Manager, and Business Manager as needed. Hours are Monday thru Friday 8 to 5. Salary and benefits discussed at time of interview. Email application packet to [lhoward@cherrycreekmedia.com](mailto:lhoward@cherrycreekmedia.com) or mail to Cherry Creek Media-Williston, Attn: Linda. P.O. Box 2048, Williston ND 58802.

Cherry Creek Media is an equal opportunity employer.

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**Exhibit 5**

Documentation of Recruitment Initiatives

**Section 3 - Recruitment Initiatives Undertaken by  
(KEYZ (AM), KYYZ (FM), AND KTHC (FM))**

A: JOB BANKS - PERIODIC POSTINGS OF ACCOUNT EXECUTIVE POSITIONS DURING THE YEAR TO SOLICIT INTEREST FROM PERSONS WHO MAY LATER BE CONSIDERED FOR AE POSITIONS. MONTANA BROADCASTERS ASSOCIATION.

B: MANAGEMENT EEO TRAINING - NEW OPERATIONS MANAGER RECEIVED TRAINING ON FCC EQUAL OPPORTUNITY RULE AND POLICIES . FOCUSED ON BROADCAST EEO REQUIREMENTS, GENERAL EEO PROGRAM, AND THREE PRONG OUTREACH REQUIREMENTS. OPERATIONS MANAGER ALSO TOOK TRAINING THAT FOCUSED ON AVOIDING DISCRIMINATION DURING THE HIRING PROCESS AND AVOIDING ASKING DISCRIMINATORY QUESTIONS DURING THE INTERVIEW PROCESS.

C: COMMUNITY SPONSORED EVENT - GENERAL MANAGER CONDUCTED A PRESENTATION FOR THE WILLISTON CHAMBER LEADERSHIP PROGRAM IN JANUARY OF 2016. PROVIDED OVERVIEW OF JOB OPPORTUNITIES IN RADIO BROADCASTING.

D: EDUCATIONAL INSTITUTION EVENT: NEWS ASSISTANT/ANNOUNCER WAS ASKED BY WILLISTON STATE COLLEGE TO BE A PRESENTER AT THE CAREER EXPO. 4 SESSIONS WERE PRESENTED COVERING THE EDUCATIONAL REQUIREMENTS AND VARIOUS OPPORTUNITIES FOR CAREERS IN RADIO BROADCASTING.

A MT HIGH SCHOOL HAS TEAMED UP WITH CHERRY CREEK RADIO IN WILLISTON FOR AN ANNUAL JOB SHADOWING PROGRAM FOR STUDENTS. EACH SPRING STUDENTS FROM LAMBERT JOB SHADOW MEMBERS OF THE RADIO STAFF, GETTING HANDS ON EXPERIENCE OF JOB OPPORTUNITIES IN RADIO BROADCASTING.

E:JOB FAIR: GENERAL MANAGER AND BUSINESS MANAGER ATTENDED THE SEPTEMBER 2016 JOB FAIR SPONSORED BY JOB SERVICE NORTH DAKOTA. INFORMATION WAS GIVEN TO INTERESTED APPLICANTS CONCERNING CURRENT JOB OPENINGS WITH CHERRY CREEK RADIO.

F: SPONSORED EVENT: CHERRY CREEK RADIO REACHED OUT TO ALL LOCAL SCHOOLS IN THE AREA INVITING THEM TO BRING STUDENTS TO THE RADIO STATION FOR THE PURPOSE OF EDUCATING THEM ON THE JOB OPPORTUNITIES IN THE RADIO INDUSTRY. STUDENTS FROM TWO ELEMENTARY SCHOOLS PARTICIPATED IN MAY OF 2016. PURPOSE IS TO INSTILL AN INTEREST IN YOUNG FOLKS TO PURSUE A CAREER IN RADIO. CHERRY CREEK RADIO ALSO REACHES OUT TO LOCAL NON-PROFIT COMMUNITY GROUPS TO PROMOTE RADIO BROADCASTING OPPORTUNITIES. LOCAL BOY SCOUT TROOP AND THEIR LEADER VISITED THE RADIO STATION IN DECEMBER OF 2015 AS PART OF THAT OUTREACH EFFORT.

G: JOB SERVICE EMPLOYERS COMMITTEE: CHAIRMAN OF THE COMMITTEE IS AN EMPLOYEE OF CHERRY CREEK RADIO. THE COMMITTEE SPONSORED A CAREER FAIR FEBRUARY 4TH FOR THE SIDNEY COMMUNITY. JSEC ALSO SPONSORS A YEARLY HIGHSCHOOL SCHOLARSHIP PROGRAM. MEMBERS OF THE JSEC COMMITTEE COVER A WIDE VARIETY OF INDUSTRIES AND EMPLOYMENT OPPORTUNITIES.



**(KEYZ(AM), KYYZ(FM), AND KTHC(FM))**

**WILLISTON, ND / SIDNEY, MT**

410 EAST 6TH STREET, WILLISTON, ND 58802

120 E MAIN STREET, SIDNEY, MT 59270

**EEO AUDIT REQUEST 2016 SECTION 3D:**

CCR Williston had 10 full-time employees during the time frame of this audit request.

The population of the unit is under 250,000, therefore the unit is required to perform two initiatives within a two year period.

Please see attached for documentation of 2016 recruitment initiatives.



EEO TRAINING  
 KEYZ-KYYZ-KTHC RADIO  
 OPERATIONS MANAGER  
 SCOTT HAUGEN

In Accordance with FCC EEO requirements Operations Manager Scott Haugen participated in EEO training for KEYZ-KYYZ-KTHC Radio in Williston, North Dakota.

Training concentrated on the FCC Equal Employment Opportunity Rules and Policies as provided By Pillsbury Winthrop Shaw Pittman LLP.  
 Broadcast EEO Program Requirements, general eeo program, and three prong outreach requirements.

Additional training focused on avoiding discrimination during the hiring process presented by Jim Nys, Personnel Plus Consulting Services. Nys is a senior professional in Human Resources.  
 Legal rules of hiring, avoiding discrimination during the interview process, how to avoid asking discriminatory questions regarding race, religion, marital status, age, origin, and disability.

  
 Signature

1-26-16  
 Date

KEYZ-KYYZ-KTHC  
 410 E 6<sup>TH</sup> STREET, WILLISTON, ND 58802  
 701-572-5371

Howard, Linda

---

From: Timpe, Larry  
Sent: Tuesday, January 19, 2016 8:01 AM  
To: Howard, Linda  
Subject: EEO file

I wanted you to know that I made a presentation to the Williston Chamber Leadership program on January 13, 2016. 14 people were given an overview of the radio stations and different jobs.

Larry

**Larry Timpe**  
**General Manager**

[ltimpe@cherrycreekradio.com](mailto:ltimpe@cherrycreekradio.com)

410 6th St East - P.O. Box 2048  
Williston, ND 58801  
701-572-5371 - Fax: 701-572-7511  
Cell: 563-249-4589

---

Larry,

Thank you so much for taking time out of your day to present to the Leadership Williston Class on Wednesday. I appreciate your time and I know they appreciated the info and the records, maps, etc - great memorabilia!  
Williston is in for great things from this group!  
Thanks Again - Debbie





## Career Expo at Williston State College –

On March 16, 2016, Dee James (Our Afternoon News Announcer) was a presenter at the Career Expo at Williston State College.

This event is for area high school sophomores and juniors.

Dee presented four sessions at the Expo that day on Radio Broadcasting.

Questions about Career Day at WSC should be directed to Dee James



## Job Shadows – Spring 2016

Cherry Creek Radio Williston served as one of the business locations accepting students interested in a career in that field as one of their life goals.

On April 27<sup>th</sup>, 2016 two students from Lambert, MT High School spent the day with the staff. During the students visit they interacted with a number of different departments.

Areas of special interest to the individual students was given extra time for a better understanding the positions and requirements for those jobs.

Questions about Job Shadow day should be directed to Larry Timpe, GM

# 1 Day 1 Fair

September 7th  
Grand Williston  
Hotel & Conference  
Center

*Open to all employers,  
and all positions:*

# JOB FAIR

**registration**

## Fall Multi-Industry Job Fair 2016

Job Service North Dakota, Williston Economic Development, the Williston Herald, and the Grand Williston Hotel & Conference Center are sponsoring a Job Fair. This event is designed to provide an opportunity for businesses to interact with potential employees.

Registration Deadline is August 19th

### Employer Registration

**Open to all industries. There are 55 booths available. Space is limited and is on a first come basis.**

**\*\*When all booths are filled, Employers may call Williston Job Service ND at 701-774-7900 and asked to be placed on the Employer wait list in case of any cancelations. Ask to speak to Business Services, Thank you.\*\***

Payment must be received by the registration deadline to secure your booth.

[Click here to Register](#)

Sponsored By





On 05/18/16 (month, date, year)

A group of students from Riceard Elementary School  
1st Grade stopped by for a tour of the facilities of

CCR-WILLISTON , stations KEYZ AND KYYZ.

During this tour of the facilities multiple subjects were covered including daily operations of the radio stations, and employment opportunities in broadcasting. This included discussion of the various positions available...IT/engineering, On-Air/voice tracking opportunities, Sales, Programming, Traffic/administrative/ and Business Manager.

The tour was conducted by Scott Hungen & Chris Simon

Scott J  
Signature

5-18-16  
Date

KEYZ-KYYZ  
410 E 6<sup>TH</sup> STREET, WILLISTON, ND 58802  
701-572-5371



On 05/17/16 (month, date, year)

A group of students from Trinity Christian School  
4th grade stopped by for a tour of the facilities of

CCR-WILLISTON , stations KEYZ AND KYYZ.

During this tour of the facilities multiple subjects were covered including daily operations of the radio stations, and employment opportunities in broadcasting. This included discussion of the various positions available...IT/engineering, On-Air/voice tracking opportunities, Sales, Programming, Traffic/administrative/ and Business Manager.

The tour was conducted by Scott Haugen & Larry Timpe

[Signature]  
Signature

5-17-16  
Date




On November 30<sup>th</sup>, 2016

4 scouts from Troop 371 and their leader stopped by for a tour of the facilities of

CCR-WILLISTON , stations KEYZ AND KYYZ.

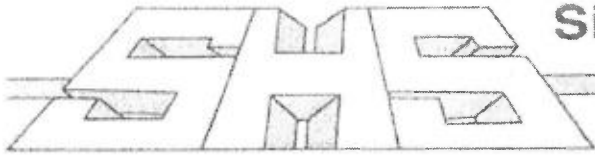
During this tour of the facilities multiple subjects were covered including daily operations of the radio stations, and employment opportunities in broadcasting. This included discussion of the various positions available...IT/engineering, On-Air/voice tracking opportunities, Sales, Programming, Traffic/administrative/ and Business Manager.

The tour was conducted by Operations Manager, Scott Haugen.

  
Signature

11-30-16  
Date

KEYZ-KYYZ  
410 E 6<sup>TH</sup> STREET, WILLISTON, ND 58802  
701-572-5371



# Sidney High School

1012 4th Ave. S.E.  
Sidney, Montana 59270

(406) 433-2330  
Fax: (406) 433-2481

January 6, 2016

## Re. Career Fair 2016 – Future Employee Recruitment Day

Dear Sir/Madam:

We are pleased to inform you that Sidney Public Schools, along with JSEC, Job Service, and Sidney Chamber of Commerce is organizing a career fair for February 2016 – “Make A Connection.” The career fair’s vision is to bring together employers, experienced professionals, and entry-level talented individuals from surrounding areas under one roof to discuss jobs/careers that are available in our ever-growing regional economy.

We believe that “Make A Connection- Career Fair 2016” will offer employers an excellent opportunity to deal with their active as well as future staffing requirements. It will also provide area students with direct knowledge of what it takes to pursue or be employed within occupations critical to our economy.

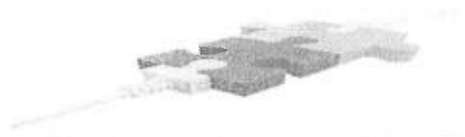
Your participation at the event is essential. This is an excellent networking opportunity for you to showcase your profession/business to potential future employees. High school students from around the county will be attending the career fair from 10:00 to 12:00 and the general public will be invited to attend from 1:00-2:30.

“Make A Connection- Career Fair 2016” will be held on February 4<sup>th</sup>, 2016 from 10:00-3:00 at the Sidney High School gymnasium. Table set up will be available after 6:30 p.m. on Wednesday night or before 10:00 on Thursday morning. Internet connection will be provided by the school district however we do ask that you provide your own extension cord for electrical connectivity. You can reserve a table by calling Stacey or Mary counselors, at or emailing them at

Sincerely,

Sidney Public Schools

**MAKE-A-CONNECTION 2016**



**Make-A-Connection 2016**

Job Fair

February 4th 1:00 -2:30 PM

Sidney High School Gym





**(KEYZ(AM), KYYZ(FM), AND KTHC(FM))**

**WILLISTON, ND / SIDNEY, MT**

410 EAST 6TH STREET, WILLISTON, ND 58802

120 E MAIN STREET, SIDNEY, MT 59270

**EEO AUDIT REQUEST 2017 SECTION 3D:**

CCR Williston had 11 full-time employees during the time frame of this audit request.

The population of the unit is under 250,000, therefore the unit is required to perform two initiatives within a two year period.

Please see attached for documentation of 2017 recruitment initiatives.

Section 3 - Recruitment Initiatives Undertaken by  
(KEYZ (AM), KYYZ (FM), AND KTHC (FM))

A: EDUCATIONAL INSTITUTION EVENT:

LAMBERT MONTANA HIGH SCHOOL HAS TEAMED UP WITH CHERRY CREEK RADIO IN WILLISTON FOR AN ANNUAL JOB SHADOWING PROGRAM FOR STUDENTS. EACH SPRING STUDENTS FROM LAMBERT JOB SHADOW MEMBERS OF THE RADIO STAFF, GETTING HANDS ON EXPERIENCE OF JOB OPPORTUNITIES IN RADIO BROADCASTING. THIS YEAR'S JOB SHADOW WAS APRIL 27TH.

B: EDUCATIONAL INSTITUTION EVENT:

JOB SHADOW WILLISTON REACHED OUT TO CHERRY CREEK RADIO IN WILLISTON TO BEGIN PARTICIPATING IN THEIR JOB SHADOW PROGRAM. TWO STUDENTS FROM TRINITY CHRISTIAN SCHOOL AND ONE STUDENT FROM TRENTON HIGH SCHOOL SPENT FEBRUARY 2ND JOB SHADOWING EMPLOYEES AT THE RADIO STATION.

C: SPONSORED EVENT: CHERRY CREEK RADIO REACHED OUT TO ALL LOCAL SCHOOLS IN THE AREA INVITING THEM TO BRING STUDENTS TO THE RADIO STATION FOR THE PURPOSE OF EDUCATING THEM ON THE JOB OPPORTUNITIES IN THE RADIO INDUSTRY. STUDENTS FROM ONE ELEMENTARY SCHOOLS PARTICIPATED JUNE 2, 2017. PURPOSE IS TO INSTILL AN INTEREST IN YOUNG FOLKS TO PURSUE A CAREER IN RADIO.

D: SUMMER INTERNSHIP PROGRAM

ESTABLISHED A SUMMER INTERNSHIP PROGRAM WITH WILLISTON STATE COLLEGE. STUDENT INTERNEED WITH THE RADIO STATION FROM JUNE 19TH TO JULY 25TH. INTERNSHIP COVERED PROGRAMMING, SALES, GENERAL MANAGER DUTIES, FCC REGULATIONS AND EEO PROCEDURES, TRAFFIC AND LOG TRAINING.

E: JOB FAIR - ATTENDED 3

GENERAL MANAGER AND OPERATIONS MANAGER ATTENDED A MARCH 22ND JOB FAIR HOSTED BY JOB SERVICE ND AND WILLISTON ECONOMIC DEVELOPMENT COMMITTEE  
GENERAL MANAGER AND OPERATIONS MANAGER ATTENDED A JUNE 14TH JOB FAIR IN WATFORD CITY HOSTED BY THE WATFORD CITY AREA CHAMBER OF COMMERCE AND JOB SERVICE ND.

GENERAL MANAGER AND BUSINESS MANAGER ATTENDED A JOB FAIR ON SEPTEMBER 13TH SPONSORED BY JOB SERVICE ND AND THE WILLISTON ECONOMIC DEVELOPMENT COMMITTEE.

INFORMATION WAS GIVEN TO INTERESTED APPLICANTS CONCERNING CURRENT JOB OPENINGS AND DIFFERENT TYPES OF JOBS AVAILABLE IN THE RADIO INDUSTRY.

F: CHERRY CREEK RADIO CAREER DEVELOPMENT TRAINING

OCTOBER 11TH: CCR-WILLISTON ACCOUNT EXECUTIVE ATTENDED THE CAREER DEVELOPMENT SEMINAR DIRECTOR OF SALES.

NOVEMBER 8TH - CCR WILLISTON ACCOUNT EXECUTIVE ATTENDED THE CAREER DEVELOPMENT SEMINAR SALES MANAGER RIDE ALONG. BOTH WERE DESIGNED TO ASSIST ACCOUNT EXECUTIVE TO WORK TOWARD BECOMING A SALES MANAGER.

OCTOBER 10TH: CCR-WILLISTON OPERATIONS MANAGER ATTENDED THE CAREER DEVELOPMENT SEMINAR ON RECRUITMENT.

SEMINAR WAS DESIGNED TO HELP OPERATIONS MANAGERS WORK INCREASE THEIR RECRUITMENT OPTIONS FOR ON AIR PERSONNEL.

OCTOBER 11TH: CCR-WILLISTON GENERAL MANAGER AND BUSINESS MANAGER ATTENDED CAREER DEVELOPMENT SEMINAR ON BUDGETING.

NOVEMBER 8TH: CCR-WILLISTON BUSINESS MANAGER ATTENDED CAREER DEVELOPMENT SEMINAR ON WHAT'S A P&L.  
BOTH WERE DESIGNED TO FURTHER CAREERS FOR GENERAL MANAGER'S AND BUSINESS MANAGER'S.



## Job Shadows – Spring 2017

Cherry Creek Media Williston served as one of the business locations accepting students interested in a career in that field as one of their life goals.

On April 27<sup>th</sup>, 2017 two students from Lambert, MT High School spent the day with the staff. During the students visit they interacted with a number of different departments.

Areas of special interest to the individual students was given extra time for a better understanding the positions and requirements for those jobs.

## Howard, Linda

---

**From:** Timpe, Larry  
**Sent:** Thursday, February 02, 2017 9:20 AM  
**To:** Howard, Linda  
**Subject:** FW: Job Shadow Williston

**From:**  
**Sent:** Friday, January 27, 2017 4:06 PM  
**To:** Timpe, Larry <ltimpe@cherrycreekmedia.com>  
**Subject:** Job Shadow Williston

Thank you again for participating in Job Shadow Williston on February 2nd!

The following student(s) will be shadowing you from 8:00am-12:00pm on Thursday, February 2nd:

These students are very excited to meet you and spend the morning with you! They have been instructed on professional etiquette, and are prepared to observe, learn, and participate.

You can have the students be as active as you would like during their shadowing experience! Any experience or advice you will give them will be incredibly valuable!

Please let me know if you have any additional questions or concerns. I will likely send one final reminder on Wednesday.

Thank you again!

Rachel  
Job Shadow Williston Coordinator



On \_\_\_\_\_ June 2, 2017

A group of students from \_\_\_Trintiy Christian School, Williston stopped by for a tour of the facilities of

CCR-WILLISTON , stations KEYZ AND KYYZ.

During this tour of the facilities multiple subjects were covered including daily operations of the radio stations, and employment opportunities in broadcasting. This included discussion of the various positions available...IT/engineering, On-Air/voice tracking opportunities, Sales, Programming, Traffic/administrative/ and Business Manager.

The tour was conducted by Operations Manager, Scott Haugen.

  
\_\_\_\_\_  
Signature

6-2-17  
\_\_\_\_\_  
Date

KEYZ-KYYZ  
410 E 6<sup>TH</sup> STREET, WILLISTON, ND 58802  
701-572-5371

**WILLISTON STATE COLLEGE**  
**COOPERATIVE EDUCATION/INTERNSHIP**

**STUDENT INTERNSHIP AGREEMENT: Due at the end of the first week of the experience**

I, \_\_\_\_\_ am a degree-seeking student at Williston College and plan  
(Student Name)

to undertake an internship during Summer 2017 at CHERRY CREEK MEDIA, WILLSTON, ND  
(term/year) (Internship Site/Location)

Williston State College does not control the way in which the internship work experience and the internship site is structured or operates. In granting academic credit for this internship, Williston State College affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a career and technical education or liberal arts program of study and worthy of Williston State College credit but makes no other assurances, expressed or implied, about any travel and living arrangements the student arranges. Williston State College does not knowingly approve internship opportunities which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of Williston State College and its agents or employees.

**Insurance Coverage**

I have sufficient health, accident, disability and hospitalization insurance to cover me during my internship; I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that Williston State College does not have an obligation to provide me with such insurance.

I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience, and I release Williston State College from any liability for injury to myself or damage to or loss of my possessions.

I understand that if I use my personal vehicle for the benefit of the organization with which I perform my internship, Williston State College has no liability for personal injury or property damage that may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by my internship agency.

I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship. Further, I understand that Williston State College assumes no liability for personal injury, which I may suffer in the course of my internship and agree to be responsible for ascertaining whether my internship agency provides workers compensation coverage.

**Personal Conduct**

I understand that the responsibilities and circumstance of an off-campus internship may require a standard of professional decorum. Therefore, I indicate my willingness to understand and conform to the professional standards of the internship site as well as to the core values of Williston State College and to conduct myself with *integrity, fairness, respect, and responsibility*. I further understand that it is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would not compromise Williston State College in the eyes of individuals and organizations with which it has dealings. I agree that, should Williston State College's Internship Coordinator decide that I must terminate my internship because of conduct that might bring the program into disrepute, or the internship into jeopardy, that decision will be final and may result in the loss of academic credit.

**General Release**

I understand that Williston State College reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of the internship program. I understand that the Williston State College Internship Coordinator may take any actions s/he considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience.

It is further expressly agreed that the internship site and its use of any and all facilities shall be undertaken by me at my sole risk and that Williston State College shall not be liable for any and all claims, demands, injuries, damages, actions, or causes or actions, whatsoever to me or to my property arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship, whether or not sponsored by Williston State College. I release, discharge and covenant not to sue Williston State College, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this internship. Furthermore, I understand as an intern with an organization, I am not considered an employee of Williston State College.

Student Signature: \_\_\_\_\_

Date: 15 Jun 2017  
Revised 8/2012

Completion of this form for each term is a requirement and must be completed promptly by the student to obtain a grade.

**Please submit electronically to by the end of your FIRST WEEK:**

Leah Windnagle - Internship Advisor

Williston State College - 1410 University Avenue

Williston, ND 58801

Leah.windnagle@willistonstate.edu | 701.774.4220

**WILLISTON STATE COLLEGE  
COOPERATIVE EDUCATION/INTERNSHIP  
INTERNSHIP TIME RECORD**

Intern name:			
Semester:	Summer 2017		
Employer:	Cherry Creek Media		
Number of credit hours (0.5-6):	1 credit	Hours expected to work (each 0.5 credit = 45 hours)	90 hours

Date	Hours	Date	Hours
19 Jun 2017	9AM-1PM (4 hours)	25 Jul 2017	2PM-5PM (3 hours)
20 Jun 2017	5PM-9PM (4 hours)		
21 Jun 2017	5PM-1030PM (5.5 hours)		
26 Jun 2017	5PM-10PM (5 hours)		
27 Jun 2017	1PM-10PM (9 hours)		
29 Jun 2017	230PM-530PM (3 hours)		
30 Jun 2017	2PM-6PM (4 hours)		
06 Jul 2017	230PM-10PM (7.5 hours)		
07 Jul 2017	2PM-6PM (4 hours)		
08 Jul 2017	930AM-130PM (4 hours)		
10 Jul 2017	5PM-930PM (4.5 hours)		
11 Jul 2017	8AM-10PM (14 hours)		
13 Jul 2017	2PM-530PM (3.5 hours)		
14 Jul 2017	2PM-1030PM (8.5 hours)		
18 Jul 2017	1230PM-10PM (9.5 hours)		
24 Jul 2017	3PM-5PM (2 hours)		

Completion of this form for each term is a requirement and must be completed promptly by the student to obtain a grade. You can use multiple copies of this form; all signatures are needed for each copy.

Please submit electronically to by deadlines listed in Moodle:

Intern name (printed)	_____	signature (with date)	_____ 24 Jul 2017
Supervisor name (printed)	_____	signature (with date)	_____ 7-25-17
Intern Instructor name (printed)	_____	signature (with date)	_____ 7/26/17



WILLISTON STATE COLLEGE  
COOPERATIVE EDUCATION/INTERNSHIP  
LETTER OF AGREEMENT

**THIS NEEDS TO BE SUBMITTED BY THE END OF THE FIRST  
WEEK OF THE EXPERIENCE**

Student's Name: \_\_\_\_\_

Name of Organization: CHERRY CREEK RADIO WILLISTON ND \_\_\_\_\_

Supervisor Name/Title: \_\_\_\_\_

Supervisor Phone Number: 701-572-5371 \_\_\_\_\_

Supervisor E-Mail: shaugen@cherrycreekradio.com \_\_\_\_\_

Supervisor Mailing Address: P.O. Box 2048 Williston, ND 58802 \_\_\_\_\_

Student's Position Title: INTERN \_\_\_\_\_

Student's Academic Advisor at WSC: \_\_\_\_\_

Employment Dates (start) 6/19/2017 (end) 7/28/2017 \_\_\_\_\_

Credits registered for (0.5 credits = 45 hours worked): 90 hours \_\_\_\_\_

Hours per Week VARIES Salary \$ UNPAID INTERN \_\_\_\_\_ per \_\_\_\_\_

Student's Duties and Responsibilities Student will receive training in all aspects of radio... sales meetings, sales ride along, on location remotes, board operation for baseball games, news training, all aspects of log preparation, editing, v-creative copy, downloading of commercial audio. Some of the work will involve hands on experience. Student will also meet with Linda Howard to receive an overview of FCC regulations, EEO regulations and political regulations that all radio stations are required to follow. \_\_\_\_\_

1. **Purpose:** The Williston State College Internship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation in the Williston State College Internship Program by sponsoring/employing students exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work/learning endeavor.

2. **Responsibilities:** To help ensure the interests and promote the benefits of an internship arrangement for all parties involved, Williston State College has developed this memorandum of understanding to describe the mutual responsibilities between Williston State College and your organization, Cherry Creek Radio hereafter named as agency.

**Responsibilities of the College**

1. Encourage the student's productive contribution to the overall mission of the agency.
2. Certify the student's academic eligibility to participate in an internship assignment.
3. Establish guidelines and standards for the conduct of its internship program and share these with the agency.
4. A faculty member will serve as a Sponsor to the student with responsibilities to assist in developing a Learning Contract, to monitor the progress of the intern, and to evaluate the academic performance of the student.
5. Maintain communication with the agency and to clarify the policies and procedures of the internship program.

6. Provide professional liability insurance as may be reasonably required for each participating student, faculty and staff.

**Responsibilities of the Agency**

1. Encourage and support the learning aspect of the student's internship assignment.
2. Designate one employee to serve as a Site Supervisor for the intern. Responsibilities include orientation of the student to the agency and its culture, assisting with the Learning Contract and supporting the completion of learning goals, meeting regularly with the student and monitoring his/her progress.
3. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging.
4. Make available equipment, supplies, and space necessary for the student to perform his/her duties.
5. Provide safe working facilities and environment, placing no student in any form of physical danger.
6. Will not displace regular workers with students secured through internship referral.
7. Notify Williston State College Internship Program Office of any changes in the student's work status or performance.
8. Allow College staff and/or faculty representative(s) to conduct at least one visit to the work site to confer with the student and his/her supervisor.
9. Provide two written evaluations of the student's performance (forms will be provided by Williston State College at mid-term and at the end of the internship experience).
10. Communicate agency policies and standards regarding interns to the Williston State College Internship Program.
11. Assume liability for work-related injuries sustained by the intern, insofar as is required by law in that state.

**3. Terms of the Internship Arrangement:** An internship arrangement for each student will be one academic semester, summer session, or a period agreed upon by the agency and Williston State College. In the event that the agency is dissatisfied with the performance of a student, termination of the internship arrangement can be requested by the agency, but only after Williston State College Internship Program personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, Williston State College may request termination of the internship arrangement for any student not complying with Williston State College guidelines and procedures for the internship program, as long as agency personnel have been notified in advance and satisfactory resolution cannot be obtained.

**4. Duration of Agreement:** This memorandum of understanding shall continue in effect from 19 Jun - 28 Jul 2017

Intern name (printed)

signature (with date)

15 Jun 2017

Supervisor name (printed)

signature (with date)

6-15-17

Intern Instructor name (printed)

signature (with date)

6/15/17

Completion of this form for each term is a requirement and must be completed promptly by the student to obtain a grade.

Please submit electronically to by the end of your **FIRST WEEK** of your internship:

# 1 Day 1 Fair

**March 22nd**  
**Grand Williston**  
**Hotel & Conference**  
**Center**

*Open to all employers,  
 and all positions:*

## JOB FAIR

**registration**

### Spring Multi-Industry Job Fair 2017

Job Service North Dakota, Williston Economic Development, the Williston Herald, and the Grand Williston Hotel & Conference Center are sponsoring a Job Fair. This event is designed to provide an opportunity for businesses to interact with potential employees.

**Registration Deadlines**

Early Bird Registration for \$100 is Midnight, February 20th, 2017

February 21st, Registration is \$150

Last Day to Register or to Receive a refund is Midnight, March 12th, 2017

**\*\*Payments must be received to Reserve a Booth\*\***

**Employer Registration**

Open to all industries. Space is limited and is on a first come basis.

\*\*A wait list will be available after registration has closed, please call 701-774-7900 to be placed on the list.

**Free Employer Lunch & Learn**

From 12:30 PM to 2 PM

Topics Will Include

- Unemployment Insurance
- Department of Labor
- Workforce Safety Insurance
- Apprenticeships

*Manager attended*

[Click here to Register](#)

Howard, Linda

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**From:** Williston Employer Updates <JSN-WILLISTON-EMPLOYER@ND.GOV> on behalf of - Adm-JS Listserv Internal <jslist-internal@nd.gov>  
**Sent:** Thursday, May 11, 2017 10:35 AM  
**To:** JSN-WILLISTON-EMPLOYER@ND.GOV  
**Subject:** JOB FAIR - WATFORD CITY - JUNE 14TH - OPEN TO ALL EMPLOYERS

***"WATFORD CITY, JUNE 14<sup>TH</sup>, ROUGH RIDER CENTER", Job Fair, Open to ALL Employers!!***

This is your invitation to join the Watford City Area Chamber of Commerce, McKenzie County JDA, Job Service North Dakota and Williston Regional Economic Development in **WATFORD CITY**, June 14<sup>th</sup>, for a *Multi-Industry Job Fair* open to all employers.

Join us on Wednesday, June 14<sup>th</sup>, 2017 for this hiring event at the Rough Rider Center Field House in Watford City, ND, from 3PM to 7PM.

Take advantage of this opportunity to interact with potential employees.

***Deadline to register is June 7<sup>th</sup>*** with a registration fee of \$100 per 10'x8' booth. Payment can be made by PayPal or major credit card (Visa, Master Card, Discover, American Express). Once payment is received your booth will be confirmed and additional logistics information will be forwarded to you.

**TO REGISTER**, go to [www.willistonredc.com/watfordcityjobfair](http://www.willistonredc.com/watfordcityjobfair)

To thank them for their service, ***Veteran's will be given preference*** during the first half hour of the job fair.

***Deadline to register for \$100 is June 7<sup>th</sup>.***

For additional information, contact us at [jsn@nd.gov](mailto:jsn@nd.gov) or e-mail [jsn@nd.gov](mailto:jsn@nd.gov)

*General Manager  
attended*

Please join us in Watford City, June 14<sup>th</sup>!!



# 1 Day 1 Fair

**Sept. 13th**  
**Grand Williston & Conference Center**  
**Williston**

**Open to all employers,  
and all positions:**

# JOB FAIR

**registration**

## Fall Multi-Employer Job Fair 2017

Job Service North Dakota, Williston Economic Development, Williston Herald, and Grand Williston Hotel & Conference Center are sponsoring a Job Fair.

This hiring event is designed to provide an opportunity for businesses to interact with potential employees.

Registration Deadline is August 28th Noon

Registration \$150

Last day to Receive a refund is Midnight Sept. 6th

**\*\*Payments must be received to Reserve a Booth\*\***

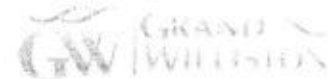
Employer Registration

**Open to all industries. There are 60 booths available. Space is limited.**

**\*\*Electricity is limited, so please make sure to choose "Yes" to Electricity on the Employer Registration if needed\*\***

[Click here to Register](#)

Sponsored By



*General Manager  
Money's attorney &  
Business Manager*

Howard, Linda

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From: Wednesday, September 20, 2017 12:39 PM  
Sent: CCR-All Staff  
To: CCM Career Development  
Subject:

As mentioned, CCM is focused on developing careers and providing opportunities to advance. Part of this effort is **CCM Career Development**. Each month we will hold webinars on topics applicable to various management positions.

Below is the 4<sup>th</sup> Quarter schedule. Sessions will last 15 – 25 minutes and are open to all. Participation helps make us aware of your interests but there's no obligation for any employee. Invitations will be sent the week prior to each program. Thank you to everyone that's agreed to present a topic. Please let me know if you have any questions.

**Operations Manager**

October 10 <sup>th</sup> at 11am MT	Recruitment <i>-SH</i>	Mark Elliot
November 7 <sup>th</sup> at 11am MT	Managing Multiple Formats	Bejay Lindseth
December 5 <sup>th</sup> at 11am MT	Marketing Stations	Brandon Young

**Program Director**

October 10 <sup>th</sup> at 11:30am MT	Airchecking	Chris Wolfe
November 7 <sup>th</sup> at 11:30am MT	Becoming the Boss	Rob Francis
December 5 <sup>th</sup> at 11:30 am MT	Social Media Interaction	John Conner

**Market Manager**

October 11 <sup>th</sup> at 11am MT	Budget Setting <i>-JBR</i>	Jonathan Brewster
November 8 <sup>th</sup> at 11am MT	What's a P&L <i>Jh</i>	Mike Mangan
December 6 <sup>th</sup> at 11am MT	Servant Leadership	Beckie Peterson

**Director of Sales**

October 11 <sup>th</sup> at 11:30am MT	Onboarding an AE <i>KV</i>	James English
November 8 <sup>th</sup> at 11:30am MT	Ride Alongs <i>-KV</i>	Dan Manella
December 6 <sup>th</sup> at 11:30am MT	Becoming the Boss	Tyler Hill

Thanks for your help in building *The Country's Best Small Market Radio Company!!!*

Best regards,

Jonathan Brewster  
Chief Executive Officer  
Cherry Creek Media  
7400 East Orchard Road, Suite 2800N  
Greenwood Village, CO 80111