

**2018 EEO Public File Report
Cheyenne Mountain Public
Broadcast House, Inc.
KCME 88.7 FM and KMPZ 88.1
FM and Jazz 93.5 FM**

The purpose of this EEO Public File Report (Annual EEO Report) is to comply with Section 73.2080(c)(6) of the FCC Equal Employment Rules. The information contained in this Annual EEO Report covers the time period from **December 2, 2017, to, and including, December 1, 2018** (the Applicable Period). This Annual EEO Report summarizes the relevant hiring and EEO outreach conducted by the following station. Please note: KMPZ-88.1 FM – licensed to Salida, Colorado – has been given a *Main Studio Waiver* by the Federal Communications Commission. The station in Salida broadcasts the signal from KCME-FM, in Colorado Springs – and KMPZ does not have a physical location. Consistent with the FCC's Rules, this Annual EEO Report contains the following information:

1. A list of all full-time vacancies filled by the Station(s) during the Applicable Period which includes the number of persons interviewed and the source of the lead for the person hired.
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy, including any such sources that have asked to receive information from the station(s) about any new job openings, which are separately identified;
3. A list and brief description of the community outreach activities, not directly related to the opening of job positions, undertaken by the station(s) during the Applicable Period;
4. A list of mentorship activities the station has undertaken to improve and promote current employees.

The following sections provide the required information, and summarize the station(s) EEO efforts during the Applicable Period. This Annual Report was placed in each station's public inspection file on **December 1, 2018**, and posted on the station's web site, in accordance with the FCC's EEO Rules.

SECTION 1: Full-Time Job Openings Filled During This Period

Time Period Covered: **December 2, 2017-December 1, 2018**

Station in Employment Unit: **KCME 88.7 FM**

Positions Filled By Job Title and Date Filled	# Interviewed	Recruitment Source of Hire
We conducted a search for Administrative Assistant and received 325 applications, conducted eight interviews and made one hire. We listed it on Indeed.com, Center for Non-Profit Excellence and Colorado Broadcasters Association. This position was eliminated in May 2018.	8	Indeed.com Center for Non-Profit Excellence and Colorado Broadcasters Association.
Corporate Sponsorship Sales Associate – Full time opening in 2018 filled February 8, 2018. The job was advertised with the Center for Non Profit Excellence, Colorado Broadcasters' Association, Corporation for Public Broadcasting, and Indeed.com. We also received a recommendation from a local radio broadcast employee.	6	KRDO

SECTION 2: Recruitment Sources

Time Period Covered: **December 2, 2017 - December 1, 2018**

Station in Employment Unit: **KCME 88.7 FM / Jazz 93.5 FM**

KCME primarily uses the CPB job line as it posts jobs specific to broadcasting in all areas and is an EEO approved diversity employer. KCME also posts jobs to Center for Non-Profit Excellence and uses resources within the community to seek recommendations for individuals who could contribute to the organization's operation. KCME received a total of **326** applications and hired 2 full-time individual.

SECTION 3: Supplemental - Non-Vacancy Specific Recruitment Activities Undertaken

Time Period Covered: **December 2, 2017-December 1, 2018**

Station in Employment Unit: **KCME 88.7 FM/Jazz 93.5 FM**

Participation in Semi-Annual CBA Virtual Job Fair:

- KCME and Jazz 93.5 FM are always looking to hire individuals that have talents and aptitude for on-air broadcasting. It is an on-going search. The individual may begin as "part-time", but then as openings occur, they are ready to step into an on-air shift with greater responsibilities. KCME broadcast on-air announcements for the CBA Virtual Job Fair and to promote listings on our website, where they could read about the possibilities of employment at KCME over the last year. The CBA Job Fair participation garnered **12 resumes** in the past year.

SECTION 4: Supplemental - Establishment of Mentorship Program

- General Manager, George Preston, has acted as mentor in various capacities to the staff of KCME. He has stated that one of his missions is to help each staff member learn and grow to the greatest of his or her ability to ascend to the upper tier in broadcasting. Two individuals were promoted to Program Director, one for Jazz 93.5 and one for KCME FM.
- Business Manager, Brenda Bratton, has also encouraged other staff to use online resources to learn aspects of their jobs.
- Members of the Board of Directors have mentored and assisted the Corporate Sponsorship Associates in their quest for knowledge in the radio broadcasting underwriting sales field. They also mentor and assist the Development Director with fundraising tactics and donor communication.
- George Preston, General Manager, and Phyllis Heim, Development Director, attended a series of classes for planned giving. These classes took place between June and October and included participation by each of the board members. Phyllis Heim also spent two days at a Planned Giving Roundtable at which she gained a great deal of knowledge.