

**KTVQ**  
**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 station(s): KTVQ Communications, Inc., Billings, Montana and is required to be placed in the public inspection files of these stations, and posted on their websites, if they have websites.

The information contained in this Report covers the time period beginning 11/21/05 to and including 11/30/06 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified), identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

Appendices 1, 2 and 3 which follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail.

**Annual EEO Public File Report Form**

**Appendix 1**

Covering the Period from 12/01/03 to 11/30/04  
For KTVQ Communications, Inc., Billings, Montana  
Section 1: Vacancy Information! Full-time positions

Full-time Positions Filled by Job Title	Recruitment Source of Hire	Total Number of Interviewees from All Sources for This Position
1 Sales Person	Word of Mouth	8
2 Master Control Operator	Word of Mouth	2
3 Internet Sales Director	Billings Gazette	4
4 Sales Person	Word of Mouth	4
5 Reporter	TVJobs.com	4
6 Executive Producer	Word of Mouth	3
7 Internet Webmaster	Word of Mouth	4
8 Weather Anchor/Reporter	Word of Mouth	3
9 News Anchor	In-house Posting	2

Total Number of Persons Interviewed During Applicable Period: 34

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**Annual EEO Public File Report Form****Appendix 2**

Covering the Period from 11/21/05 to 11/30/06

For KTVQ Communications, Inc., Billings, Montana

**Section 2: Recruitment Source Information**

Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period (If Any)	Full-time Positions for Which This Source Was Utilized
A Medialine.com	3	Positions 5-6-8
B TVJobs.com	5	Positions 2-5-6-8
C In-house posting	5	All
D Word of Mouth	15	All
B Billings Gazette	3	Positions 1-2-3-4
F Job Service		All
G MSU-Billings		All
H Rocky Mountain College		All
I U. of Montana		All
J Little Big Horn College		All
K Dull Knife Mem. College		All
M BIA		All
N MT Migrant Council		All
O Rural Emp. Opportunities		All
P YWCA Women's Center		All
Q NAB.ORG		Positions 5-6-8
R Am. Women In Radio/TV		Positions 5-6-8
S KTVQ Job Spot	3	Positions 5-6-8
T Cordillera Job Site		All
U KTVQ Website		Positions 1-2-3-4
V Internal Promotion		All
W RTNDA.com		Positions 5-6-7-8

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## KTVQ Recruitment Sources Appendix 2B

### General Openings

Billings Job Service  
John Harper  
2121 Rosebud Dr. Stop B  
Billings, Montana 59102  
652-3080

MSU-Billings  
Career Service Office  
Noel Hawk  
1500 University Drive  
Billings, 59101  
657-2168  
[www.msubillings.edu/employment.htm](http://www.msubillings.edu/employment.htm)

Rocky Mountain College  
Tracey Nichols  
Career Planning & Placement  
1511 Poly Drive  
Billings, Montana 59102  
657-1039

University of Montana  
Mike Heuring  
Career Services  
Missoula, Montana 59812  
406-243-2022

Little Big Horn College  
Mandy Plainfeather  
Box 370  
Crow Agency, Montana 59022  
406-638-3108

Dull Knife Memorial College  
Robert Madsen  
Box 98  
Lame Deer, Montana 59043  
406-477-6219 (Fax)

Bureau of Indian Affairs  
Human Resource Job Postings  
Federal Building 316 North 26<sup>th</sup>  
Room 4419 Billings, Montana 59101  
247-7956  
Montana Migrant Council  
Claudia Stephens  
1148 V Ave. North  
Billings, Montana 59101  
248-3149

Rural Employment Opportunities  
Maggie Sampsel  
1739 Grand Avenue  
Billings, Montana 59102  
256-1140

YWCA Women's Center  
Carla Toth  
Employment & Training  
909 Wyoming  
Billings, Montana 59102  
252-6303 ext 21

TV Jobs.com Employment Bulletin Board  
[www.jobs@tvjobs.com](http://www.jobs@tvjobs.com)

Medialine  
[www.employmentguide.com](http://www.employmentguide.com)

National Assn. of Broadcasters  
[www.nab.org/bcc](http://www.nab.org/bcc)

American Women in Radio/Television  
Full time broadcast & reporting.  
(No sales positions)  
[www.aaaja.org](http://www.aaaja.org)

Cordillera Job Site  
[www.Cordillera.tv](http://www.Cordillera.tv)  
600 East Superior Street  
Suite 203  
Duluth, MN 55802  
Terri Nielsen  
218-625-3045

RTNDA.org  
Radio-Television News Directors Assn.  
Employment Source  
[www.rtna.org/jobbank](http://www.rtna.org/jobbank)

### Local Publications/Advertising

KTVQ Job Spot  
406-252-5611  
Jon Saunders

Billings Gazette Classified  
406-657-1212

**KTVQ Outreach Activities**  
**Appendix 3**  
**11/21/05-11/30/06**

**Internships**

In the summer of 2006, a sophomore from Texas A&M interned in the KTVQ newsroom, averaging 15 hours per week May 17<sup>th</sup> through August 11<sup>th</sup>.

We also had a summer intern from the Upward Bound program at MSU-Billings. She started June 1<sup>st</sup> and finished the program in August. Upward Bound helped craft a program where interns could learn and earn credit at the same time. This intern has since been hired onto the part-time news staff.

Additionally, a third intern, a senior from MSU-Billings started on May 22<sup>nd</sup>. He worked the necessary hours to fulfill his internship by late June and was then hired as a part-time newscast assistant.

**Tours, Career Fairs and Job Shadow      2005-2006**

12/6/05      Students from Castle Rock Middle School

12 students and two teachers from Castle Rock Middle School toured the news room, the control room and the studio. They watched Noon News live and had the opportunity to talk to Alex Tyson about news and an anchors job, they talked to Marc Moranic about the weather and how he creates the maps, and they watched Taylor Brown give his Ag report.

12/8/05      MSU-B Marketing Class

14 students and their professor toured the KTVQ news department and Pam Hofferber and Julie Lovell talked to them about how a newscast is produced. They toured the production department and Duane Crants explained how he edited a Denny Menholt commercial and how he works with local advertising agencies. Pam Hofferber showed them the control room and talked about network, syndicated and local programming. Jon Saunders showed them several locally produced commercials, talked to them about ratings and how commercial rates are determined. He also talked about some of the marketing strategies our sales department uses when servicing our clients.

1/13/06      Billings Central High School

KTVQ News personnel participated in the annual career day at Billings Central High School. Present were News Director Jon Stepanek, News Anchors Julie Lovell and Jay Kohn, Chief Photographer Paul Humphrey. We did two 50 minute presentations to two different classes of students in 9<sup>th</sup>-12<sup>th</sup> grade. We talked about the broadcast news business and took questions from the audience. We handed out brochures from the Montana Broadcasters that describe various careers in radio and television.

2/9/06 Eagle Mount Life Academy

14 students from the Eagle Mount Life Academy toured the news room, the control room and the studio. Julie Lovell talked with them about her job as a news anchor and Bob McGuire talked to them about the weather. They also got to try to do the weather in front of the green wall and we explained how the Chroma-Key works.

2/23/06

KTVQ News Anchor Jay Kohn met with the English classes at Eagle Cliffs Elementary School and then moderated their spelling bee.

2/27/06 Ponderosa Elementary

Alex Tyson spent her morning at Ponderosa Elementary. She read stories to several classes and answered questions about her job. She also explained how important reading is to her job as TV an anchor.

3/7/06 Job Shadow-Jenna Zwicker Skyview High School

Jenna spent the morning working with Kaycee Murray and Rob Monoco. She went on news story with them and observed Kaycee interview several people. Kaycee then showed her how to write and edit the story for the 5:30 newscast. Jenna wrote:

Dear Kaycee,

Thank you for the opportunity to visit your facility and learn about your occupation. I especially enjoyed going on the interview with you. I learned how to have a positive attitude with the work that news gives you. It was nice of you to take the time out of your busy schedules to talk to me about your job.

Sincerely,  
Jenna Zwicker

3/10/06 Job Shadow-Lovell, Wyoming High School

Two High School students from the Lovell, Wyoming High School spent the morning with the KTVQ News team. They learned how the news is gathered and prepared for broadcast.

3/15/06 Sweetgrass High School (Big Timber)

20 Journalism students from Big Timber Montana toured the news room. We talked about how the news department prepares for the newscast and various people's jobs that are needed to help prepare the newscast. Rob Monoco demonstrated a camera and talked about the photographer's job. Melanie Partridge explained editing and how they prepare stories for the newscast. We watched the Noon News as it was being broadcast live from the control room and the studio. The students were exposed to various behind the scenes job that are integral to producing the news. They also watched the news weather and Ag report from the studio. Kaycee Murray and Kelly Carpenter explained the anchor and weather positions and gave the students the opportunity to read off the teleprompter and do the weather in front of the Chroma-Key wall.

4/13/06      Job Shadow-Justine Summers Billings West High  
Justine worked with Kyle Rickoff for 4-6pm. She learned about editing the Montana Minute and how the news department prepares the 5:30 newscast. She watched the newscast live in the control room.

4/18/06      Job Shadow-Lindsey Sheets Billings West High  
West High student Lindsey Sheets spent the morning in the news department. She worked with Alex Tyson and Matt Anderson. Alex explained how a live news show is produced and what her job as anchor/producer involves. Matt worked with Lindsey on editing news stories and getting them ready for a newscast.

4/19/06      Job Shadow-Marie Kaufman  
Bridger High School student spent the day with Dennis Lyle in the promotion department and Rick Dunn in the production department. Dennis gave Marie a tour of the station and asked various employees to describe their jobs, so Marie got an idea of how the various departments work together. Dennis showed Marie how he edits promos and she did some actual editing. Rick talked to her about the importance of production and how it fits into the client's marketing plan.

4/20/06      West High Academy Career Fair  
Pam Hofferber went to the West High Academy and spoke to six different classes of freshman about various careers in television. She showed them a video of reporters, anchors and photographers explaining their jobs. They addressed such things as starting salary for reporters, good and bad situations they have experienced, the pace of the news department. After the video Pam took questions and also explained the other job opportunities available such as sales, traffic and programming, creative services, engineering. She explained the education needed for the various jobs at the station. She also told students about the opportunities for job shadows, internships and part-time employment at KTVQ.

5/3/06      Billings Senior High Business Class  
Tim Keating interviewed 5 students "applying" for a job in mock interviews. Each student was asked typical interview questions and provided Tim with a resume and a business card. The goal was to create a real life job interview scenario for the students and critique their interview and resume and offer positive feedback. Tim graded each student in several different areas offering suggestions and compliments. This is a great opportunity for the students to gain the skills necessary to compete in the marketplace as they interview for real jobs.

5/4/06      Kathy Munson's 6<sup>th</sup> Grade Class  
21 sixth grade students from Mrs. Munson's Class at Meadowlark Elementary toured the news department and learned the responsibilities of a reporter and a photographer. They also learned about the education needed to pursue a job in the news field. They toured the control room and had the opportunity to watch the master control operator at work. We talked about how we receive various TV programs and play them back for our area. They toured the studio area where Bob McGuire explained how he prepares for a weather cast.

5/22/06      Tammy Olsen's Sixth Grade Class

23 sixth grade students from Elder Grove School toured the station to learn about how television works and the careers that are available for them. We toured the newsroom and talked about the reporters and photographers work together to report a story. They learned about the education needed to become a reporter or a photographer. They toured the control room and we talked about what takes place behind the scenes of a newscast. They visited the studio and Kelly Carpenter explained the chroma-key board and how she prepares for a weather cast. Alex Tyson answered questions about how she prepares for a newscast.

9/30/06      Saturday Live

KTVQ took part in the Billings Education Foundation school carnival "Saturday Live". Alex Tyson, Bob McGuire, Marc Moranic, Cindy DeHoog, Jennifer Rohrer, Jake Whittenberg, Dianne Baker, Neille Giffune, Scott Breen, and Julie Lovell were on hand to give children trading cards, talk about their jobs at the TV station and answer any questions people might have about television news.

10/03/06      Broadcast Class Lecture

KTVQ's Dianne Baker was the guest lecturer at the MSU-Billings Broadcast Class speaking on writing for broadcast.

10/10/06      Career Center Broadcasting Class-Afternoon Class

14 students from the Career Center Broadcasting class toured the news room, control room and the studio. We talked about qualifications needed to be a news anchor or a reporter and how they work with photographers. We looked at the I-Cam in the control room and talked about what it takes behind the scenes to produce a daily newscast. The class had the opportunity to sit at the news desk as well as work behind the camera. We also talked about the Chroma- key board and how the weather is produced.

10/25/06      Career Center Broadcasting Class-Morning Class

4 students from the Career Center Broadcasting class toured the news room. Students were present during the morning news department meeting and were able to see how reporters and photographers are scheduled on a daily basis. Paul Humphrey, Rob Monoco, Jake Whittenburg, Alex Tyson and Aaron Flint were available to explain their jobs and answer questions. Duane Crants explained how a commercial is produced and showed them several examples in the production edit facility. Students then toured the control room and we talked about the master control operator's job. Courtney Hanson explained how she creates weather graphics and let the students experience what it was like to be on air in front of the Chroma-Key board and try to be a weather person.

10/27/06      University of Montana-Billings

KTVQ News Director Jon Stepanek spoke to two classes at MSU-Billings. First was the senior projects class where he critiqued the classes' story projects. The second was the Junior Prep class discussing news internships.



11/16/06      Billings Education Foundation Educator for a Day

Cindi DeHoog and Rob Monoco took part in the Billings Education Foundation "Educator for a Day" program. They took a tour of Riverside Middle School with Principal Lew Anderson and met with various teachers. They attended two World of Work classes. Students had the opportunity to ask both Cindi and Rob questions about their jobs and Rob showed the students how the camera works. They met with the student council members and talked to the students about their experiences at Riverside. Cindi produced a news story that aired on the 5:30 and 10:00 newscasts that documented their morning spent at the school.

11/29/06      Skyview High School

The news department took part in the sophomore career assemblies at Skyview High School. Various employees of the news department took turns addressing the classes. Each class consisted of approximately 35 students. Cindi DeHoog and Paul Humphrey addressed the first two classes and showed stories they worked on last summer during fire season. They talked about how reporters and photographers work together to get the story when they are out in the field. Marc Moranic and Rob Monoco addressed the next class. Marc talked about his duties as a weather person and how he got in to the television business. Rob talked about his job as a photographer and showed the class the camera he uses. Jake Whittenburg and Dianne Baker showed a short video to the 4<sup>th</sup> class. The video explained how they prepare for a news cast. They answered questions about how they got into the business and their educational backgrounds. Jon Stepanek, Julie Lovell, Jay Kohn and Jesse Kester were on hand during the 5<sup>th</sup> and 6<sup>th</sup> classes to explain their jobs at the television station, how they work together and how many people it takes to get the news on the air each day.

11/29/06      Bridger Career Fair

Pam Hofferber spent the morning at the Bridger Career Fair at the Shrine Auditorium talking to students from the surrounding area about careers in television. The career fair is open to high school students from 20 area high schools. Students were given a work sheet to fill out answering questions about various careers and received Montana Broadcaster brochures that explain jobs in the television industry. Pam also showed interested students a short video with our reporters and photographers explaining how they do their jobs and what the like and dislike about their jobs.

11/30/06      MSU-B Marketing Class

Nine students for the MSU-B Marketing department toured the news room, the control room and the studio to learn about television behind the scenes. Webmaster Neil Wagner explained how our website has been redesigned and how we use the website and our on air promotion to further enhance our local sports coverage and job spots. Jon Saunders also talked to the class about how our sales department creates marketing plans for their clients and showed examples of several commercials our production department have produced.

### **Scholarships**

KTVQ sponsored and participated in several scholarship programs during this period. The Billings Broadcaster's Association awards an annual scholarship to a student enrolled in a local college or university who is pursuing a career in Broadcasting. KTVQ participates in the on-air promotion of this scholarship and in the selection of the winning applicant. In 2006, a female student at MSU-Billings was awarded this scholarship.

The Montana Broadcasters Association provides funds each year to match the scholarships of local state broadcaster's associations. KTVQ participates in the promotion and finding of this matching scholarship program.

Additionally, the Montana Broadcaster's Association awards yearly full-scholarships. In 2006, the MBA awarded a full scholarship to a female student at Montana State University College of Technology who is studying for a career in broadcast engineering.

A full scholarship was also awarded to a male student at MSU-Bozeman; a minority scholarship to a male Native-American student from Wolf Point, Montana; and the MBA's Joe Durso scholarship to female student at the University of Montana in Missoula. KTVQ helps fund and participate in this outstanding scholarship program. The MBA also is working with the College of Technology on developing curriculum in training future broadcast engineers.

One Class at a Time Scholarships were also awarded during 2006. Each week during the school year, KTVQ and First Interstate Bank System present a \$250 award to a Teacher and class somewhere in the KTVQ coverage area. Teachers submit applications for a special project or need. A committee selects each winning application from the pool of applicants. Additionally, in May 2006, KTVQ and First Interstate Banks awarded four \$2000 scholarships to graduating high school seniors who will attend a Montana College or University. The 2006 One Class at a Time scholarship winners came from throughout the KTVQ coverage area. This year's scholarship winners came from Miles City High School in Miles City, Montana; Red Lodge High School in Red Lodge, Montana; Skyview High School in Billings, Montana and Park City High School in Park City, Montana.