

EXHIBIT C

Documentation for non-vacancy-specific recruitment activities

CareerCenter

The Maine Employment Resource

45 Oak Street, Suite 3
Bangor, ME 04401-7902
Tel (207) 561-4050
or (888) 828-0566
Fax (207) 561-4066
TTY (800) 498-6711

"EmployME" Job Fair: October 25, 2007, 10AM to 2:00PM

(Participants may arrive one hour early to set up)

Spectacular Event Center, 395 Griffin Road, Bangor, Maine

Participant Reservation

(This form will reserve your table at the fair. To reserve advertisement space in the EmployME job fair program please contact the BDN)

Company Name: MAINE PUBLIC BROADCASTING NETWORK

Person(s) attending: 1. RICHARD S. NUTT 2.
Accurate head count needed for catering purposes (Two people max for dining)

Telephone Number: 941-1010 Fax Number: 943-2857 E-Mail Address: clara@mpbn.net

Address: 65 TEMPS AVE. BOX 04401-4398 Web Address: www.mpbn.net

Type of Business: RADIO AND TELEVISION BROADCASTING

Types of Positions: (Clerical, Production, Laborer, Management, etc...) NEWS, BROADCAST PRODUCTION, DEVELOPMENT

Would you like to reserve a table? Yes ☒ No ☐ CLERICAL

Will you need electrical power at your table? Yes ☐ No ☒

Will you need an Internet connection? (wireless is available) Yes ☐ No ☒

Is it okay to use your company's name in marketing this event? Yes ☒ No ☐

This is my first fair, please provide more information Yes ☐ No ☒

Comments: Richard is retired, but will be filling in for our new HR Director while she is on maternity leave.
Please communicate with me. Thanks. Clara Campbell-Wade
HR Assistant

Please return this form and your \$75 table reservation fee in the enclosed business reply envelope by:

October 12, 2007

Note: Please make check payable to Eastern Maine Development Corporation

Thank you for your time.

The Maine Department of Labor provides Equal Opportunity in employment and programs.
Auxiliary aids and services are available upon request to individuals with disabilities.

e-mail
address
above.



Friday, May 18, 2007 8:34:00 AM



Message

From: ♀ Diane Dillon

Subject: Re(2): Libra Internship

To: ♀ "Tim Williams" <tmwillia@colby.edu>

Cc: ♀ Chris Sweet

♀ Joe Riley

♀ Jim Dowe

"Tim Williams" <tmwillia@colby.edu> on Thursday, May 17, 2007 at 2:03 PM -0500 wrote:

Hi,

Would it be possible for me to start the week of the 29th? I have some appointments next week.

Thank you,

Tim

On 5/16/07, Diane Dillon <ddillon@mpbn.net> wrote:

Hello Tim,

I'm writing to offer you the internship here at MPBN for the summer of 2007. Please call me at 207-783-9101 so we can discuss the details.

Thank you,

D

Diane Dillon
Director of Human Resources
Maine Public Broadcasting Network
1450 Lisbon St.
Lewiston, Maine 04240
Phone: 207-783-9101
Fax: 207-783-5193
E-mail: ddillon@mpbn.net
www.mpbnet.net

More to Explore

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Diane Dillon
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If that's what works for you, that's fine. We'll see you in Lewiston at 9:00 on Tuesday the 29th.
D



Monday, January 07, 2008 9:20:26 AM



Message

From: Diane Dillon
 Ed Fowler
Subject: Fwd: Re: NESCOM intern
To: Barbara Noyes Pulling
 Joe Riley
Cc: Elna Campbell-Wade

I'm ok with this if you are. Did you build it into your budget, \$3,315?

Thanks,

D

----- Original Message -----

Monday, January 07, 2008 7:41:07 AM

Message

From: Ed Fowler
Subject: Re: NESCOM intern
To: Diane Dillon

Diane, I have decided to hire [REDACTED] as this year's intern. The pay rate of \$8.25 per hour sounds good. We do not receive any monies from NESCOM for this. I would like to start him on January 28th. He will be with us for 13 weeks. Our agreement with NESCOM is that we will work him 30 hours a week with no benefits. His full name is [REDACTED]

Ed Fowler
Media Production Support Manager
Maine Public Broadcasting Network
65 Texas Ave.
Bangor, ME 04401
Phone: 207-941-1010 or 1-800-884-1717
Regular Fax: 207-942-2857
News Fax: 207-761-0318
www.mpbni.net

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June 2006
Grade 22

JOB DESCRIPTION

Position Title: **Production Assistant II**

Position Description:

The Production Assistant II will be assigned to work as a production assistant, or videographer with limited scope using only basic skills. This position is also responsible for editing video material into a form useable for television station breaks.

Duties of the Position:

1. On a limited basis, operates portable or field video and/or audio equipment during remote productions.
2. Performs limited studio production functions under direction, including camera operation, lighting and studio set-up.
3. Edits television breaks.
4. Other reasonably-related duties as assigned.

Qualifications:

Must have one year of videotape editing and broadcast production experience, with two years of broadcast production education preferred.



Maine Public Broadcasting Network

TO: Professor Linwood Downs
From: Kate Casparius
Date: February 8, 2008
Subject: [REDACTED] Internship
Cc: File

Good afternoon Professor Linwood,

I am writing to inform you that [REDACTED] has successfully completed his four week internship with The Maine Public Broadcasting Network on February 1, 2008.

[REDACTED] started with MPBN on January 4th and worked for four weeks at forty hours per week. While at MPBN, [REDACTED] worked for the President's office, and also assisted the marketing department as needed. Specifically, [REDACTED] worked on and completed the following projects:

1. [REDACTED] worked with our CFO on our Green Initiative, establishing baseline measurements of our carbon footprint.
2. [REDACTED] researched and prepared documentation regarding the potential of a Maine-Canada relationship, identifying businesses, opportunities and challenges, specifically as it relates to membership.
3. [REDACTED] researched and prepared suggested best practices and policies for Socially Responsible Investing, submitting a report directly to the President of MPBN.
4. Finally, [REDACTED] researched our new digital cable channels and the viability of marketing opportunities in these venues.

In addition, [REDACTED] worked on coordinating meetings in Washington D.C. for our Vice President of Government Affairs, attended a Board finance meeting, a grant meeting with our staff and a foundation that he had previously (during his last internship with us) worked on with our content department. He also attended a variety of other meetings to further expose him to the various elements of our business.

[REDACTED] is a delight to work with, is dependable, hardworking, open to new ideas, and is not afraid to share his thoughts on any topic. In addition, he has superb critical thinking skills, research and writing skills, and adapted to our ever changing environment with grace and a smile. I would be privileged to recommend [REDACTED] for any opportunity to further his business experience. It was a personal and professional pleasure to get to know this intelligent young man.

If you have any questions or need further information, please feel free to contact me at 783-9101 extension 5118 or via email at kcasparius@mpbn.org.

Thank you.

March 2008

Job Description

Position Title: MPBN / Librā Foundation Future Fund Summer Internship

Position Description:

This position assists the MPBN Web Team in the creation, editing, uploading and archiving of web-exclusive audio, video and written content for mpbn.net as well as other MPBN services including MPBN Radio, Television, "Experience" magazine and the mpbn.net Lifelong Learning service. Also, this person will assist in the research and development of the Osher Lifelong Learning Institute web presence on mpbn.net.

Duties of the Position:

1. Repackages audio and video content originally produced for MPBN Radio, Television, "Experience" magazine and the Osher Lifelong Learning Service on mpbn.net.
2. Writes, creates, edits and/or produces original content Osher Lifelong Learning Service on Mpbnet and other services as needed.
3. Arranges for and participates as needed in capturing audio and/or video at special on- and off-site events that promote the organization and its goals.
4. Works with Webmaster to ensure smooth integration of content into existing areas of Mpbnet and creating new sections as needed.
5. Other related duties as reasonably assigned.

Qualifications:

Students who were born and raised in Maine and who are enrolled in a college, university or community college where an internship will earn credit toward graduation, and who are keenly interested in staying in or returning to Maine to work following graduation are eligible and encouraged to apply.



Thursday, March 15, 2007 1:51:08 PM



Message

From:

✉ Diane Dillon

Subject:

Libra intern for MPBN

To:

✉ erik@librafoundation.org

Attachments: June 2007 Intern.doc

Hello Erik,
Here is the job description we have developed for our Web Site Development Internship. Please let me know if you have any questions, and thank you for your support of MBPN.

Diane Dillon
Director of Human Resources
Maine Public Broadcasting Network
1450 Lisbon St.
Lewiston, Maine 04240
Phone: 207-783-9101
Fax: 207-783-5193
E-mail: ddillon@mpbn.net
www.mpbn.net

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June 2007
Osher Internship

JOB DESCRIPTION

Position Title:

Web Site Development Internship

Position Description:

Responsible for assisting in the research and development of the Osher Lifelong Learning Institute web presence on the MPBN website.

Duties of the Position:

1. Assist in researching the available resources for launching this initiative.
2. Contacting senior-level learning organizations both inside and outside the state of Maine to gain knowledge of how MPBN can best implement the program.
3. Working with the project manager to develop ideas for implementation of the web presence.

Outcomes:

1. Student will gain valuable experience working in the new media area of a public communications organization.

Qualifications:

1. Enrollment in a college, university or community college where an internship will allow the student to earn credit toward graduation.



Monday, May 21, 2007 2:35:53 PM



Message

From: Diane Dillon
Subject: Re: Libra Intern
To: Michael Breton
Cc: Chris Amann
 Patti Roberts
 Chris Sweet

He will be paid through the Libra Foundation Grant. Now that it's official, Tim will start on 5/29, I will notify Erik Hayward at the Libra Foundation and he will provide us with the funds. Tim will be set up as a temporary employee in our system. His pay will be tracked for the Osher Grant reporting purposes also so Chris Sweet will need that information.

D

Diane Dillon
Director of Human Resources
Maine Public Broadcasting Network
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Thursday, May 15, 2008 10:11:30 AM

Message

From:  "Erik Hayward" <erik@librafoundation.org>
Subject: RE: offer letter for your file
To:  Diane Dillon

Attachments:  Attach0.html
 2008 Schedule.doc

Thanks, Diane. I have attached a schedule of the main events so far. There will be some smaller ones over the course of the summer and I will email them out accordingly. Luckily, Theo will be starting just prior to our first event.

Best,

Erik

-----Original Message-----

From: Diane Dillon [<mailto:ddillon@mpbn.net>]
Sent: Thursday, May 15, 2008 10:05 AM
To: Chris Sweet
Cc: Erik Hayward
Subject: offer letter for your file

Chris,
Here's a copy of Theo's offer letter for your file.

Erik,
Theo is a student from Gorham who is enrolled at Barnard College in New York. She'll be out of the country for the next month, starting her internship with us on June 16th. She can be reached at 207-892-4198 or cell 207-408-8549. Thanks again for your support!
D

Diane Dillon
Dir Human Resources
Maine Public Broadcasting Network

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MPBN NEW EMPLOYEE FORM							
EMPLOYMENT DATE: Jan 15, 2007				PAYROLL #: 15			
LAST: [REDACTED]		FIRST: [REDACTED]		MI: [REDACTED]			
STREET: 41 [REDACTED] St		CITY: Bangor		ST: ME		ZIP CODE: 04401	
PHONE: [REDACTED]		SS#: [REDACTED]		SEX: Male			
DOB: [REDACTED]		RACE: White		VET: /		HANDICAP: /	
SPOUSE NAME: /				# IN FAMILY: 1			
EMERGENCY CONTACT							
NAME: [REDACTED]				ADDRESS: 1 [REDACTED] St, Bangor, ME			
PHONE: [REDACTED]				RELATIONSHIP: Mother			
JOB INFORMATION							
TITLE: Production Assistant II (NESCOTM INTERN)				SUPERVISOR: Ed Fowler			
DEPARTMENT: (Technology) Operations				DEPT. HEAD: Gil Maxwell			
LOCATION: Bangor		<input checked="" type="radio"/> HOURLY <input type="radio"/> OR SALARY		EARNs COMP TIME: Y OR (N)			
EMPLOYMENT STATUS: REGULAR <input type="radio"/> SPECIAL PROJECTS <input type="radio"/> <input checked="" type="radio"/> TEMPORARY		HOURLY RATE: \$8.25		BIWEEKLY RATE: \$495.00			
WAGE GRADE: 22		% OF FULL TIME: 75%		NO. OF HOURS SCHEDULED: 60 p.p.		(PER PAY PERIOD)	
ANNUALIZED SALARY: \$12,870.00		FT. EQUIVALENT SALARY:		\$17,160.00			
UNION STATUS: UNIT MEMBER <input type="radio"/> MGMT STAFF <input type="radio"/> CO-EMPLOYEE <input checked="" type="radio"/> TEMPORARY		UNION DUES: 5.15 10.01 11.01 19.69					
MSTAT: Single		# of EXEMPTIONS: 1		FEDERAL ADD: /		STATE ADD: /	
BENEFIT INFORMATION							
HEALTH INSURANCE Not Eligible		DENTAL INSURANCE Not Eligible		LIFE INSURANCE Not Eligible		SECTION 125 Not Eligible	
HEALTH INSURANCE: ELIGIBILITY:		H. INSURANCE STATUS:		H. INSURANCE COST:		Pre-Tax or After-Tax	
				SAVINGS/SHARING AMOUNT: \$			
DENTAL INSURANCE: ELIGIBILITY:		D. INSURANCE STATUS:		D. INS. COST:		Pre-Tax or After-Tax	
LIFE INSURANCE: BASIC		Basic 1 2 3 4 5 \$70K		SUP LIFE COST: \$			
SECTION 125: MEDICAL CARE REIMBURSEMENT: \$				DEPENDENT CARE REIMBURSEMENT: \$			
PTO ACCUMULATION:		6.15 7.69		OTHER:			

☐
☐

I agree my home address/phone number can be posted on MPBN's HR Intranet for employee use only.

I agree my emergency contact/significant other info may be listed at MPBN's reception desk.

Richard S. Natt
 AUTHORIZED SIGNATURE

1/17/07
 DATE

