

WWFM/WWNJ/WWCJ/WWPJ ANNUAL EEO PUBLIC FILE REPORT: 2020-2021

The information contained in this Report covers the time period beginning 1 February 2020 to and including 31 January 2021 (the “Applicable Period”).

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): WWFM, Trenton, New Jersey, WWNJ, Toms River, New Jersey, WWCJ, Cape May, New Jersey, and WWPJ, Pen Argyl, Pennsylvania, and is required to be placed in the public inspection files of these stations, and posted on their website.

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Full-Time Vacancies filled in the Employment Unit during reporting period: - 0 (zero)

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 FCC rules.

Appendices 1, 2 and 3 which follow have been designed, in 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 email.

Early in 2020 WWFM had continued its recruitment process for a sixth full time employee, a development director, begun in 2019. That process is not complete and no full time vacancy was filled during this reporting period. The recruitment process was suspended as of March 2020 when Mercer County Community College physically closed during the COVID-19 pandemic. MCCC pandemic restrictions coupled with a hiring freeze at MCCC prompted the postponement of recruitment for this position. Recruitment will continue when the freeze is lifted and MCCC deems it safe to host prospective candidates to the campus. EEO information relating to this search will be detailed in the next report when the Station expects the vacancy to be filled, as filling the vacancy remains a priority for 2021.

Additionally, the licensee/WWFM successfully underwent a random FCC EEO audit in 2018.

**Appendix 1 to Annual EEO Public File Report Covering the Period from
1 February 2020 to 31 January 2021**

Station(s) Comprising Station Employment Unit: WWFM/WWNJ/WWCJ/WWPJ

Section 1: Vacancy Information ---- NONE filled during reporting period-----

Full Time Positions Filled by Job Title	Recruitment Source of Hiree	Date Filled	Total Number of Interviewees from All Sources for Position
1			
2			

**Appendix 1 to Annual EEO Public File Report Covering the Period from
1 February 2020 to 31 January 2021**

Station(s) Comprising Station Employment Unit: WWFM/WWNJ/WWCJ/WWPJ

SECTION 2: Recruitment Sources Used to Seek Candidates for Each Vacancy

1. Job Title: ----NONE filled during reporting period-----

Recruitment Source	Contact Person, Phone Number	# of Interviewees Referred by Source	Referred Person Hired?
1			
2			

**Appendix 2 to Annual EEO Public File Report Covering the Period from
1 February 2020 to 31 January 2021**

Station(s) Comprising Station Employment Unit: WWFM/WWNJ/WWCJ/WWPJ

SECTION 3: Recruitment Sources Information:

--- NONE filled during reporting period ---

Recruitment Source (name & Address)	Contact Person, Phone Number	Total # Interviewees Referred	Full-time Positions for Which This Source was Utilized
1			
2			

**Appendix 3 to Annual EEO Public File Report Covering the Period from
1 February 2020 to 31 January 2021**

Station(s) Comprising Station Employment Unit: WWFM/WWNJ/WWCJ/WWPJ

**SECTION 4: Supplemental (Non-Vacancy Specific) Recruitment/Outreach
Activities Undertaken by Licensee**

The Station has in place an operational community outreach program that has been utilized in filling vacancies. This program includes on-air vacancy announcements. This outreach announcement provides:

“WWFM is looking for organizations that regularly distribute information about employment opportunities to job applicants or have job applicants to refer. If your organization would like to receive notification of job vacancies at WWFM, please notify: Alice Weiss, WWFM, 1200 Old Trenton Road, West Windsor, NJ 08550, or call 609.587.8989. WWFM is an Equal Opportunity Employer and encourages minorities and females to apply. Thank you.”

In collaboration with Station's Licensee MCCC parent organization and Human Resources department notifications are sent to various employment outreach organizations that may include the New Jersey Department of Labor job website, New Jersey Higher Education Recruitment Center website, the Higher Ed.Jobs.com website, the New Jersey Broadcaster's Association website and the Public Media site. Job postings are also seen on various online websites, including Indeed. The Station includes announcements of active job postings on its website, the MCCC website and on the air.

The College, as the Station's licensee, holds job fairs and community events that present educational information about broadcasting careers on the campus of the College. As part of the Station's program of radio career promotion, the Station offers internships for students, work study opportunities and volunteer opportunities for students enrolled in the College and volunteer opportunities for community members. The Station also offers tours on an ad hoc basis to community and educational groups.

In addition to the work study and internship programs, full-time Station employees serve as mentors to develop entry-level employees into experienced professionals who are prepared for careers in radio broadcasting. Community members are also trained as hosts for JazzOn2, offering them both experience in broadcasting. The Station also participates in the annual *Teen Arts Festival*, offering station tours, hands-on radio production sessions and information to high school aged students interested in careers in broadcasting.

MERCER COUNTY COMMUNITY COLLEGE 2020-2021 ANNUAL EEO REPORT ON-GOING COMPLIANCE INITIATIVES

Mercer County Community College ("College" or "MCCC") is the licensee of a non-commercial educational radio station, WWFM (the "Station") located on the campus of the College in Trenton (West Windsor), New Jersey. The College also serves Toms River Township, New Jersey and Cape May, New Jersey, and Pen Argyl, PA with full-service stations which carry the signal of Station WWFM, Trenton, as well as four translators which cover parts of New Jersey, Pennsylvania, Delaware, Maryland, and Colorado. In 2012, a digital channel lease with Educational Media Foundation commenced, carrying WWFM programming into Camden/Philadelphia, which continued to operate during this reporting period on WYPA-HD2.

The Station employs five (5) full-time employees. Of the five, four are women and one is male. Of the four women one is African American.

The Station and the College have a long history of commitment to the principle of equal opportunity in employment and continue to be dedicated to its implementation both in the Station's workforce and in the local central New Jersey community through ongoing outreach recruitment policies. The Station (as well as the College) has adopted, continually reviewed, and adhered to a written anti-discrimination policy:

PROHIBITION AGAINST DISCRIMINATION

Mercer County Community College is committed to equal opportunity and affirmative action. Discrimination on the basis of race, creed, color, national origin, ancestry, age, gender, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, nationality, political views, religion, disability unrelated to job or program requirements or any other characteristic protected by law is prohibited.

The Station and Licensee, MCCC, are committed to eliminating all forms of illegal harassment anywhere in the workplace.

PROHIBITION AGAINST HARASSMENT

I. Mercer County Community College is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a collegial and professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, the Station

expects that all relationships among persons on campus will be mutually respectful, free of bias, prejudice and harassment.

II. It is the policy of the Station to encourage reporting of all perceived incidents of discrimination or harassment and to investigate such reports. The Station prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

III. This Prohibition Against Harassment policy applies to all employees, students, vendors, contractors, visitors, guests and other individuals participating in any event at the Station while they are on college property or are participating in a college-sponsored activity off campus, such as but not limited to, business trips, business meetings, business-related social events, athletic events, student conferences, and any college sponsored excursion.

IV. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

V. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

A. Unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies;

B. Leering, whistling, or touching; insulting or obscene comments or gestures;

C. Display or transmission in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

VI. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, nationality or disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- A. Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
- B. Has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
- C. Otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls, or elsewhere on campus, circulated in the workplace or transmitted electronically.

These non-discrimination and anti-harassment policies are posted on employee bulletin boards at the College, on the College's website, internally on employee information online site, and collectively in 3-ring binders located in WWFM's employee common area. The College ensures uniform adherence to these non-discrimination policies through required EEO training for full-time and part-time employees. College employees are required to participate in online and/or group session training programs that addresses harassment, discrimination, diversity and the law, in the workplace environment. The training programs have included sections entitled: Diversity in Action: Creating an Inclusive Workplace; Discrimination and Harassment Prevention for Higher Education; Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Non-Residential Faculty and Staff. WWFM staff have participated in this training.

In addition, during 2020 MCCC provided in-person, group training sessions for faculty and staff, along with a subsequent online training course. The first group session took place January 16, 2020. WWFM staff were present. Since then, MCCC has been in the process of re-organizing harassment prevention and diversity training under the leadership of new MCCC Human Resources management. Further information will be forthcoming and at that time WWFM Station employees, who are also employees of

MCCC, will be required to participate in the training extended to all employees of the College.

In addition, WWFM staff are required to participate in another similar online training program for the Corporation for Public Broadcasting (CPB) station compliance procedures. This CPB online NAVEX Harassment Prevention Training program was completed by WWFM full and part-time staff during November and December of 2020.

The Station has in place an operational community outreach program that has been utilized in filling vacancies and includes announcements aired once a day. This outreach announcement provides:

"WWFM is looking for organizations that regularly distribute information about employment opportunities to job applicants or have job applicants to refer. If your organization would like to receive notification of job vacancies at WWFM, please notify: Alice Weiss, WWFM, 1200 Old Trenton Road, West Windsor, NJ 08550. Or call 609.587.8989. WWFM is an Equal Opportunity Employer and encourages. Minorities and females are encouraged to apply. Thank you."

In collaboration with Station's MCCC parent organization and Human Resources department, notifications are sent to various employment outreach organizations that may include the New Jersey Department of Labor job website, New Jersey Higher Education Recruitment Center website, the Higher Ed.Jobs.com website, the NJ Broadcaster's Association website and the Public Media site. Job postings are also seen on online websites, including Indeed. The Station includes announcements of active job postings on its website, the MCCC website and on the air.

Once again, Station WWFM participated in the *Fine & Performing Arts Career Fair and Networking Brunch* at neighboring Rider University on February 25, 2020. WWFM Station Manager was present to talk with students, both in small group round table arrangements and on-on-one, interested in learning more about WWFM and careers in broadcasting, and possible future job openings at WWFM. WWFM will also participate in this year's Rider University 2021 Career event, if COVID-19 pandemic restrictions allow for it to happen. As part of the Station's program of radio career promotion, the Station offers internships for students enrolled in the College (MCCC). The Station also offers tours on an ad hoc basis to community and educational groups as well as to individuals interested in learning more about WWFM. The Licensee provides career counseling on the campus of the College.

In addition to work-study and internship programs, full-time Station employees serve as mentors to develop entry-level employees into experienced professionals who are prepared for careers in radio broadcasting. During summer and fall 2019, WWFM mentored two African-American male intern students, one of whom was in the MCCC work-study program. Each gained valuable, hands-on experience in radio production as

taught by WWFM's full-time, African-American female Manager and our female Production Manager. WWFM mentored an African-American male as a work-study student during the spring 2020 semester. In addition, WWFM hosted MCCC Independent Study Student in Radio – a white female - beginning Feb. 17, 2020. Community members also continued as volunteer hosts for WWFM's JazzOn2-HD2 station, offering them experience in broadcasting.

WWFM has also extended its reach to Licensee MCCC students interested in a career in broadcasting by designating its HD3 channel entirely to the student radio program at MCCC. Called "Viking 89," the station is a vehicle for students to receive hands-on experience in real radio operations, programming, and engineering aspects. Under the guidance of a MCCC radio faculty member, the station is student-run, giving individuals valuable experience they can take with them into their professional careers.

During the COVID-19 pandemic, restrictions for the health safety of all prompted many organizations to cancel their annual events, some of which WWFM has regularly been a participant. Among those included are the annual College/Licensee-sponsored *Teen Arts Festival* offering station tours, hands-on radio sessions and information to high school aged students interested in careers in broadcasting. College-sponsored in-person career fairs had been cancelled due to COVID-19 restriction for the safety of all.

However, the College, as the Station's licensee, held job fairs attended by WWFM on October 22, 2019 – the Fall Career Fair, and on November 20, 2019 – the Recruitment and Inclusion Fair for People with Disabilities and Disabled Veterans, and on April 10, 2019 – the Explore Mercer Open House. WWFM's Station Manager participated in all three Fairs with a table set up with literature and to talk to people interested in broadcasting. Station Manager was joined by Production Manager for the April 10th Open house.

This year, Licensee MCCC held its first-ever Virtual Employment Fair on July 1, 2020 for Trenton-Area Job Seekers. The Zoom event was free of charge and available to all seeking full or part-time employment. The Fair provided learning sessions to enhance employment acquisition skills, and information on subsequent employment opportunities for individuals seeking consideration for upcoming open positions from local employers in the Trenton, NJ area.

The *Communiversiity Day*, held each spring in the heart of neighboring downtown Princeton, NJ, was cancelled due to the pandemic, as was the *Take Your Child to Work Day*, sponsored by the WWFM's parent organization Mercer County Community College. Normally full-time staff are on hand to distribute literature about the Station and to identify and inform people who are interested in careers in broadcasting. When the COVID-19 pandemic restrictions/limitations at MCCC and in the community are lifted, WWFM will continue its commitment to in-person mentoring of individuals interested in

learning about careers in broadcasting with hands on training in the WWFM studios, in addition to off-site community events where WWFM staff will be on-hand to distribute literature and talk to interested individuals about opportunities for careers in radio.

Programming efforts that explore diversity include a variety of related topics on the Station's weekly *A Tempo* interview program. Those topics can be viewed in Station's public file quarterly reports. Additional programming which explores public affairs and diversity is offered on WWFM's JazzOn2 and can be found also in Station's public file quarterly reports for 2020.

The Station and the College are committed to the recruitment of minorities and women and will continue to have in place a community outreach program.