

FCC Form 396 I. Exhibit No. 1

EEO PUBLIC FILE REPORT

for

KHCC-FM, Hutchinson, Kansas

KHCD-FM, Salina, Kansas

and

KHCT-FM, Great Bend, Kansas

Stations of the **Radio Kansas** Network
A Service of Hutchinson Community College

This EEO Public File Report
Covers the Period of
February 1, 2020 through January 31, 2021

EEO PUBLIC FILE REPORT

This EEO Public File Report is filed in Stations KHCC-FM, KHCD-FM and KHCT-FM's public inspection file pursuant to Section 73.2080(c)(6) of the Federal Communications Commission's ("FCC") rules.

During the one-year period ending on January 31, 2021, the station filled three full-time vacancies. Interviews are scheduled and conducted with assistance of the Human Resources Department at Hutchinson Community College (HutchCC) which owns and operates Radio Kansas. In 2020 HutchCC adopted the Bamboo HR system, tracking applicants and interviews. Those reports follow:



POSITION ANNOUNCEMENT: February 14th, 2020

➤ **MUSIC LIBRARIAN, RADIO KANSAS (STF2957)**

RESPONSIBILITIES:

Essential -

- Work with Music Director and Program Hosts to generate playlists and maintain documentation
- Work with Operations Director to create play data for music royalties payments.
- Perform basic maintenance of online Arts Calendar database and other web information products.
- Work with Membership Director to maintain database records of Radio Kansas individual contributors.
- Participate actively in campus committees.
- Comply with HutchCC policies, procedures, and practices.
- Arrive on time for work and successfully complete the responsibilities of the position.

Secondary -

- Perform other duties as assigned by General Manager.

QUALIFICATIONS:

- Knowledge of Radio Kansas and/or public radio.
- Experience with Microsoft Office Professional, including Access.
- Experience with Broadcast Data Music Librarian Software preferred.
- Physical requirements: Excellent verbal, written and listening skills; exhibit manual dexterity to dial a telephone, to enter data into a computer, and to operate additional office equipment; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; use appropriate judgment and to apply tact and courtesy in difficult situations; ability to understand words and respond effectively and appropriately; attentive to detail, accurately follow written and verbal instructions, work independently; sedentary/Indoor work environment –
- Mental requirements include the ability to learn and comprehend basic instructions about the position.
 - Physical and mental qualifications must be performed with or without a reasonable accommodation. - The qualifications listed are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

HOURLY WAGE and STATUS:

The hourly rate of pay is commensurate with qualifications as determined by HutchCC administration. This full-time support staff position is 12 months annual/261 work days per year, benefit eligible, and non-exempt.

APPLICATION:

To apply for this position, please visit www.hutchcc.edu – Thank you!

If you have questions regarding this position, please submit an email that contains your questions to hrinfo@hutchcc.edu

**HUTCHINSON COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE
ACTION EMPLOYER**

HutchCC reserves the right to revise job responsibilities as the need occurs. This position announcement does not constitute a written or implied contract of employment; rather, it is a clarification of the responsibilities of the position. This job description may be changed at any time by the HutchCC administration.

01/12/2021

Candidate Funnel



Music Librarian, Radio Kansas (STF2957)

Radio Kansas • Hutchinson, Kansas
Opened February 18th, 2020 (329 days ago)



149

POSTING
VIEWS



21 (1/day)

TOTAL
CANDIDATES



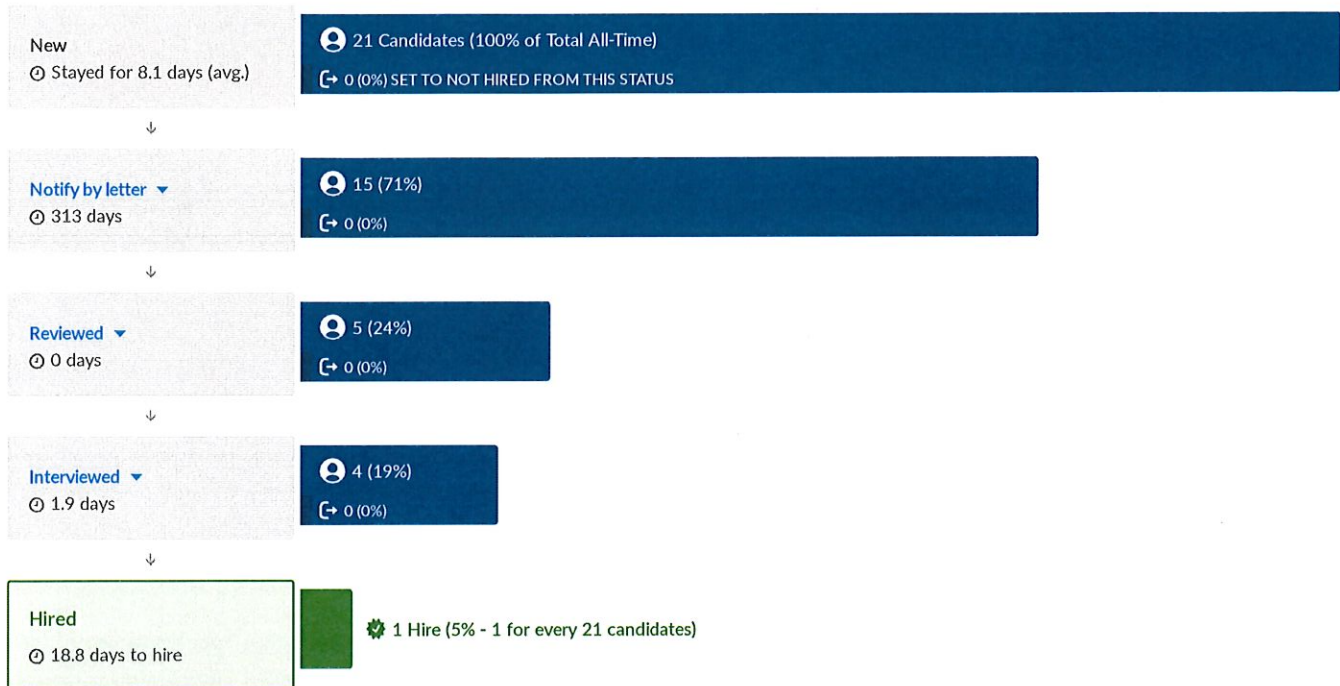
10.6 days

AVG CANDIDATE
AGE



Active Status Workflow

This shows how all candidates to this job opening have progressed through the status workflow.



Interviewee Demographic Detail:

1 White male
3 White females

Hired: White female, Referral Source, Personal Contact with HutchCC staff



'Not Hired Because...' Breakdown

This shows where all inactive candidates ended up in your status workflow.



There is nothing to see here... yet.



POSITION ANNOUNCEMENT: February 25th, 2020

➤ **ACCOUNT MANAGER, RADIO KANSAS (ADM2501)**

RESPONSIBILITIES:

Essential Functions –

- Secure new radio program sponsors or *underwriters* from across the Radio Kansas service area.
- Work with existing underwriters on a continuing basis.
- Assist in other fund raising activities including on-air fund-raisers.
- Work with the Director of Development in other development and promotion areas as needed.
- Arrive on time for work, attend work regularly, and successfully complete the responsibilities of the position.
- Outside sales, in the field 12-16 hours per week.
- Comply with HutchCC policies, procedures, and practices.
- Serve actively on campus committees.

Secondary –

- Perform other responsibilities as assigned by the Director of Development or by the General Manager.

QUALIFICATIONS:

- Experience in sales, preferably in advertising or intangibles.
- Demonstrated knowledge of Radio Kansas and / or public broadcasting required.
- Computer literacy required. Experience with Microsoft Office, including Access and Word, preferred.
- Reliable transportation and ability to travel regularly is required. (Station vehicle available most of the time, HutchCC motor pool access and then mileage will be paid for use of own transportation)
- The ability to develop and maintain positive working relationships with many people.
- Physical requirements: Excellent verbal, written and listening skills; exhibit manual dexterity to dial a telephone, to enter data into a computer, and to operate additional office equipment; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; use appropriate judgment and to apply tact and courtesy in difficult situations; ability to understand words and respond effectively and appropriately; attentive to detail, accurately follow written and verbal instructions, work independently; sedentary/Indoor work environment –
- Mental requirements include the ability to learn and comprehend basic instructions about the position.
 - Physical and mental qualifications must be performed with or without a reasonable accommodation. - The qualifications listed are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

SALARY and STATUS:

Meeting minimal contract targets will result in total pay plus benefits approximately \$60,000 to \$70,000 per year. Base first year of \$30,000 plus bonus – 20% on new contracts, 10% on renewing contracts. Second year and thereafter 20% bonus on all contracts with related base adjustment. Incoming Account Manager will be given approximately \$100,000 in current and recent contracts due for renewal. This full-time administrative staff position is 12-months annual, HutchCC fringe benefit package eligible and exempt.

APPLICATION:

To apply through BambooHR, please visit www.hutchcc.edu – Thank you!

HUTCHINSON COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

To view the HutchCC Notice of Nondiscrimination, please visit www.hutchcc.edu

HutchCC reserves the right to revise job responsibilities as the need occurs. This position announcement does not constitute a written or implied contract of employment; rather, it is a clarification of the responsibilities of the position. This job description may be changed at any time by the HutchCC administration.

For information call Director of Development Matthew Lehman Wiens or General Manager Ken Baker at 1-800-723-4657.

ACCOUNT MANAGER

GOALS AND BONUS SCHEDULE

GOALS: Approximately \$100,000 in renewing contracts given to incoming Account Manager. Maintaining quarterly goals is a condition of employment.

1st quarter - \$20,000 in new and renewed contracts

2nd quarter - \$25,000

3rd quarter - \$30,000

4th quarter - \$35,000

Each quarter thereafter \$40,000, adjusted by inflation.

BONUS: 20% on new underwriting contracts and renewals in second year

10% for renewing others' existing contracts in first year, 20% thereafter

01/13/2021

Candidate Funnel



Account Manager, Radio Kansas (ADM2501)

Radio Kansas • Hutchinson, Kansas
Opened March 25th, 2020 (294 days ago)



2356

POSTING
VIEWS



49 (0/day)

TOTAL
CANDIDATES



218.7 day

AVG CANDIDATE
AGE



Active Status Workflow

This shows how all candidates to this job opening have progressed through the status workflow.



Interviewee Demographic Detail:

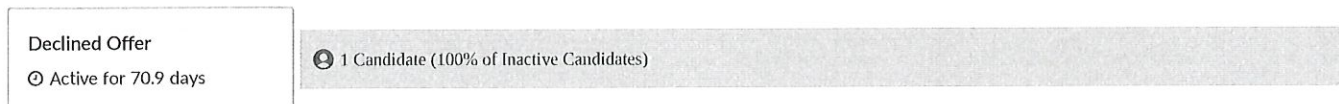
4 White Male
2 White Female
1 Female, cancelled, demographics unknown

Position offered to White Female. Declined.
Hired: White Male. Referral source: Indeed.com



'Not Hired Because...' Breakdown

This shows where all inactive candidates ended up in your status workflow.





Position Announcement: April 16th, 2020

➤ **DIRECTOR OF DEVELOPMENT, RADIO KANSAS (ADM2976)**

RESPONSIBILITIES:

Essential Functions –

- Supervise staff in Radio Kansas Development Department, securing support from individuals and businesses for HutchCC's public broadcast network.
- Plan, schedule and coordinate mail campaign and on-air fundraising marathons.
- Seek out and apply for appropriate grant funds.
- Develop new ideas for increasing revenue for Radio Kansas
- Arrive on time for work, attend work regularly, and successfully complete the responsibilities of the position.
- Comply with HutchCC policies, procedures, and practices.
- Serve actively on campus committees.

Secondary –

- Perform other responsibilities as assigned by the General Manager of Radio Kansas.

QUALIFICATIONS:

- Demonstrated ability to solicit funds.
- Four years' experience in personnel management preferred.
- Four years' experience in non-profit development or fundraising preferred.
- The ability to conceive of new and different ways to develop Radio Kansas income potential.
- Physical requirements include the ability to perform hand motions for keyboarding, answering telephone, radio station equipment, etc.; excellent listening, verbal and written communication skills are essential; The ability to understand words and respond effectively and appropriately; Visual acuity to view a computer terminal; use appropriate judgment and to apply tact and courtesy in difficult situations; Sedentary/Indoor work environment -
- Mental requirements include the ability to learn and comprehend basic instructions about the position.
- Physical and mental qualifications must be performed with or without a reasonable accommodation. -The qualifications listed are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

SALARY and STATUS:

The salary is commensurate with qualifications as determined by HutchCC administration. This full-time administrative staff position is 12-months annual, HutchCC fringe benefit package eligible, exempt, and at-will.

APPLICATION:

To apply for this position, please visit www.hutchcc.edu - Thank you!

If you have questions regarding this opportunity, please submit an email that contains your questions to hrinfo@hutchcc.edu

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To view the HutchCC Non-Discrimination Notice, please visit www.hutchcc.edu

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01/12/2021

Candidate Funnel



Director of Development, Radio Kansas (ADM2976)

Radio Kansas • Hutchinson, Kansas
Opened April 20th, 2020 (267 days ago)



349
POSTING
VIEWS



8 (0/day)
TOTAL
CANDIDATES



27.9 days
AVG CANDIDATE
AGE



Active Status Workflow

This shows how all candidates to this job opening have progressed through the status workflow.



Interviewee Demographic Detail:

3 White Male
1 White Female

Hired: White Male. Referral source: On Air Announcements



'Not Hired Because...' Breakdown

This shows where all inactive candidates ended up in your status workflow.



There is nothing to see here... yet.

Posting Sources

Full-time positions offering opportunities for on air expression or program content selection are posted with the following media, and job information is submitted to the following professional organizations, many of which are organizations and publications *with substantial participation of potential applicants from minority ethnic groups*, as per option *xii* under FCC C.F.R. 47 part 73.2080 number 2

EEO contact sources				
Corporation for Public Broadcasting Jobline	401 9th Street, NW	Washington	DC	20004
Kansas Job Bank through WorkForce	609 E 14th	Hutchinson	KS	67501
Foundation of Minority Interest in Media	1 Bernard Baruch Way	New York	NY	10010
Broadcast Employment Services Board	P.O. Box 4116	Oceanside	CA	92052
Broadcasting Training Program	PO Box 212	Palos Verdes Estates	CA	90274
Women in Radio & TV -- International	www.iawrt.org	secretariat@iawrt.org		
Hutchinson Chapter NAACP	23 E 1st Ave	Hutchinson	KS	67501
Hutchinson Workforce Center	609 E 14th Ave	Hutchinson	KS	67501
Institute for Journalism Education	1400 65th St., Suite 200	Emeryville	CA	94608
Latino Public Radio Consortium	245 N. MAIN ST.	NEW CITY	NY	10956
Center for Asian American Media	145 Ninth St, Suite #350	San Francisco	CA	94103
National Association of Broadcasters	1771 N St NW	Washington	DC	20036
National Hispanic Media Coalition	150 S Arroyo Pkwy, Ste 101	Pasadena	CA	91105
National New York Urban League	204 W 136th St	New York	NY	10030
National Public Radio	1111 North Capitol St NE	Washington	DC	20002
National Society of Black Engineers	205 Daingerfield Road	Alexandria	VA	22314
Vision Makers Media	1800 N. 33RD ST.	Lincoln	NE	68503
Unity Journalist of Color	7950 Jones Branch Dr.	McLean	VA	22107
Women in Communications	1717 E Republic Rd. Ste A	Springfield,	MO	65804
National Association of Black Journalists	1100 Knight Hall, Suite 3101	College Park	MD	20742
Wichita Eagle	330 N Mead #2830	Wichita	KS	67202
Career Builder	200 N. LaSalle Street	Chicago	IL	60601
Hutchinson News	300 W 2nd St	Hutchinson	KS	67501
CareerZone Job Fair	200 N. LaSalle St. Suite 1100	Chicago	IL	60601
LinkedIn.com	2029 Stierlin Court	Mountain View	CA	94043
Indeed.com	6433 Champion Grandview	Austin	TX	78750



Statement on Diversity 2020

Owned and operated by Hutchinson Community College (HutchCC), Radio Kansas is the combined work each day of dozens of Kansas citizens as staff and support personnel. The network has a long history of employing a diverse workforce, with a greater proportion of ethnic diversity on staff than in the surrounding population.

A traditional NPR/Classical Music public broadcast network, Radio Kansas has specialty programming focusing on musical traditions associated with numerous ethnic minorities largely unserved elsewhere on the radio dial. In addition to classical music, over the course of a given week we present jazz, folk, Celtic music, and music derived from and honoring native American instrumentation and musical forms. NPR News is famous the world over for its balanced approach to news, particularly international news and news on matters of public policy.

Diversity itself is a key value for HutchCC, expressed as “*celebrating the uniqueness of individuals, ideas, and forms of expression*” in the college’s Values Statement:

Hutchinson Community College Values

- Teaching and Learning – Hutchinson Community College empowers students and other stakeholders to develop abilities, talents, and skills while assessing outcomes, celebrating achievements, and encouraging lifelong learning.
- Integrity and Social Responsibility– Hutchinson Community College contributes to the public good by demonstrating responsible institutional citizenship and treating people and organizations with equity, civility, and respect.
- Service and Collaboration – Hutchinson Community College provides a dynamic environment of active internal and external partnerships embracing the potential for innovation.
- Diversity – Hutchinson Community College celebrates the uniqueness of individuals, ideas, and forms of expression.

- Leadership – Hutchinson Community College fosters the development of and provides opportunities for leadership within the institution and the community.
- Responsiveness – Hutchinson Community College is future-focused, examining trends to better predict how conditions will change and innovating to better meet the mission-driven needs of our students and other stakeholders.

In fulfillment of EEO responsibilities under FCC C.F.R. 47 part 73.2080 number 2, Radio Kansas undertakes several initiatives each year designed to ensure that job opportunities are promoted to a broad audience, with a particular emphasis on reaching ethnic minorities. Other efforts offer training to our already-diverse staff in an effort to ensure their readiness for management positions with Radio Kansas or elsewhere:

Option (i) Radio Kansas participates in at least two formal career fairs every year, for a total of at least four every two years. (Curtailed by state and regional COVID Policy for 2020)

Option (vi) Radio Kansas employs a full-time Outreach Producer who arranges for frequent broadcasts from community events at college campuses and other public places. Both full-time and part-time employees address public questions about station staff and employment.

Option (viii) Radio Kansas offers training to employees in responsibilities outside of their day-to-day work for the station – training designed to ascertain their readiness and prepare them for advancement within the station or within a similar organization.

Option (xii) Full-time openings at Radio Kansas are posted with organizations and publications with substantial participation of potential applicants from minority ethnic groups.

Option (xvi) The General Manager serves on the Hutchinson Community College Telecommunications Advisory Committee with broadcasting faculty from both HCC and area high schools, advising these programs on curriculum necessary to prepare graduates for work in local radio.

In implementation, FCC and CPB rules would by law always take precedence over local hiring guidelines, but as one might imagine, we find no mis-alignment between our federal requirements and the goals and guidelines set forth in our licensee's formal **Notice of Nondiscrimination**:

In accordance with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Executive Order 11246, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, the Vietnam Veterans Readjustment Assistance Act of 1974, the Jobs for Veterans Act of 2002, the Kansas Acts Against Discrimination and all other applicable civil rights and nondiscrimination statutes, the

Board of Trustees prohibits discrimination on the basis of race, color, religion, sex, national origin, age, ancestry, disability, and veterans status.

The College nondiscrimination policy encompasses employment practices, conditions of employment, personnel actions and all educational programs and activities of the College and its affiliated organizations and it is the policy of the Board of Trustees to make policy decisions and to take action to prevent discrimination in all aspects of the College's operations. Reports of discrimination shall be evaluated promptly and acted upon in the manner deemed necessary by the President and appropriate administrative personnel and in accordance with the College's grievance procedures applicable to College employees and students

The Board of Trustees shall promote equal opportunity for all qualified individuals to be considered for employment, benefits and conditions of employment, educational programs and activities, regardless of race, religion, color, sex, disability, national origin, ancestry, age or veteran status, sexual orientation, marital status, parental status, gender identity, or gender expression and directs the President and College employees to take all appropriate steps to increase the number of historically- underrepresented persons in order to promote greater cultural and intellectual diversity in the College's educational programs in among its employees.

The Board of Trustees will work closely with the Kansas Civil Rights Commission and Hutchinson Human Relations Commission and other agencies in implementing the Board's nondiscrimination policies and programs.

Conclusions:

The effectiveness of our diversity efforts is assessed each year in our FCC EEO filing, including current staff makeup and anonymous ethnic data as provided by applicants. Radio Kansas serves a state that is 86.6% white, from a county – a local hiring pool – that is 92.7% white. (Source: US Census Bureau) In 2020 the network's professional staff was comprised of 10 full-time employees, 2 of whom are black. 4 are female and 6 male. Our Classical Music Coordinator, a white female is hourly half-time by choice. In addition, our long-time Traffic Coordinator, now working 25 hours per week in semi-retirement, is a Hispanic woman. **It seems reasonable to assert that there is no greater proof as to the efficacy of our diversity efforts than the actual result of our hiring processes – the makeup of our staff.**



Public Radio from Hutchinson Community College

KHCC 90.1 FM
Hutchinson/Wichita

KHCD 89.5 FM
Salina/Manhattan

KHCT 90.9 FM
Great Bend/Hays

Radio Kansas Fulfillment of EEO Responsibilities Under FCC C.F.R. 47 part 73.2080 number 2:

Option (i) Radio Kansas policy is to participate in at least two formal career fairs every year, for a total of at least four every two years. *Restrictions on gathering and travel have made this impossible for 2020, but we anticipate a return to this schedule by 2022.*

Option (vi) Radio Kansas employs a full-time Outreach Producer who arranges for frequent broadcasts from community events at college campuses and other public places. Both full-time and part-time employees distribute printed employment information and address public questions about station staff and employment. (see attached)

Option (viii) Radio Kansas offers training to employees in responsibilities outside of their day-to-day work for the station – training designed to ascertain their readiness and prepare them for full-time work within the station or within a similar organization.

Option (xii) Full-time broadcast openings at Radio Kansas are submitted to the Corporation for Public Broadcasting Jobline, Kansas Job Bank through WorkForce, Foundation of Minority Interest in Media, Broadcast Employment Services Board, Broadcasting Training Program, Women in Radio & TV, Hutchinson Chapter NAACP, Hutchinson Workforce Center, Institute for Journalism Education, Latino Public Radio Consortium, Center for Asian American Media, National Association of Broadcasters, National Hispanic Media Coalition, National New York Urban League, National Public Radio, National Society of Black Engineers, Vision Makers Media, Unity Journalist of Color, Women in Communications, National Association of Black Journalists, Wichita Eagle, Career Builder, Hutchinson News, CareerZone Job Fair, LinkedIn.com, Indeed.com, and the Handshake Virtual Career Fair App – many of which have substantial participation of potential applicants from minority ethnic groups.

Option (xvi) The General Manager serves on the Hutchinson Community College Telecommunications Advisory Committee with broadcasting faculty from both HCC and area high schools, advising these programs on curriculum necessary to prepare graduates for work in local radio.

Assessment of Effectiveness: These efforts are targeted at a variety of demographic groups likely to be interested in employment with Radio Kansas. The diversity of current staff, applicant pools and recent hires leads us to believe that these efforts are effective and appropriate.


Michael Ables
EEO/Outreach Director