

**EEO PUBLIC FILE REPORT**

This Report covers full-time vacancy recruitment data for the period:

March 23,2018 – March 22, 2019

1) Employment Unit: Kensington Digital Media of Indiana

2) Unit Members (Stations and Communities of License):

WRSW(AM), Warsaw, Indiana

WRSW(FM), Warsaw, Indiana

WAWC(FM), Syracuse, Indiana

3) EEO Contact Information for Employment Unit:

<b>Mailing Address:</b> WRSW Radio 216 West Market Street Warsaw, Indiana 46580	Telephone Number: 574-372-3064
<b>Contact Person/Title:</b> William Zimmerman, General Manager	E-mail Address: woody@kensington.media

4) Full-Time Job Vacancies Filled by Each Station in the Employment Unit:

1. Administrative Assistant	Facebook Ad
2. Account Manager	Referral

**YEARLY TOTAL NUMBER OF INTERVIEWEES AND TOTAL NUMBER OF INTERVIEWEES REFERRED BY EACH RECRUITMENT SOURCE**

Station/Unit WRSW(AM)WRSW(FM)WAWC(FM)

*Complete this worksheet on the anniversary date of the renewal filing due date using the New Job Vacancy reports to supply the data.*

Yearly Period Beginning: March 23,2018 Ending: March 22, 2019

Total Number of Persons Interviewed for Full-Time Vacancies: 5

\* \* \* \* \*

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name: Indeed.com

Total Number of Interviewees: 1

Recruitment Source Name: Referral

Total Number of Interviewees: 2

Recruitment Source Name: Facebook Ad

Total Number of Interviewees: 2

Recruitment Source Name: \_\_\_\_\_

Total Number of Interviewees: \_\_\_\_\_

Recruitment Source Name: \_\_\_\_\_

Total Number of Interviewees: \_\_\_\_\_

Recruitment Source Name: \_\_\_\_\_

Total Number of Interviewees: \_\_\_\_\_

**Use additional form if necessary. If multiple forms used, attach.**

**I. General Information**

- 1. Job Title: Administrative Assistant
- 2. Date Position Opened: 1/15/19
- 3. Date Position Filled: 2/12/19
- 4. **Document of Notice** Are dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto and have been placed in the file folder opened for this job vacancy?  
Yes [x ] No [ ]

**II. Interviewees**

- 1. List of people interviewed for this position:

<b>Name</b>	<b>Date</b>	<b>Recruitment Source</b>
<u>Amy Warner</u>	<u>1/29/19</u>	<u>Referral</u>
<u>Christine Stetzel</u>	<u>1/29/19</u>	<u>Facebook Ad</u>
<u>Melissa Thomas</u>	<u>2/6/19</u>	<u>Facebook Ad</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 2. Total number of people interviewed for this position: 3
- 3. Total number of applicants for this job: 3

**III. Hiree**

Person ultimately hired for this position:

Name: Christine Stetzel

Recruitment Source: Facebook Ad

**Approval:**

Hiring/General Manager: Woody Zimmerman Date: 2/12/19

**PART B RECRUITMENT SOURCES UTILIZED**

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**I. Organizations Entitled to Notification-**

After notifying these organizations be sure to place a copy of this form in the file folder opened for this job vacancy.

1. List all qualifying organizations that were contacted who have requested notification pursuant to FCC notification requirements:

a.) Organization: Ivy Tech  
Contact Person: Dr. Jerrilee Mosier  
Address: 3800 North Anthony Blvd. Ft. Wayne, IN 46805  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

b.) Organization: Manchester University  
Contact Person: Dr. David McFadden  
Address: 604 East College Avenue North Manchester, IN 46962  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

c.) Organization: Ivy Tech  
Contact Person: Mr. Allyn Decker  
Address: 2545 Silveus Crossing Warsaw, IN 46582  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

d.) Organization: Indiana Wesleyan University  
Contact Person: Dr. David Wright  
Address: 420 S. Washington Street Marion, IN 46953  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

II. **Organizations Entitled to Notification-** (Continued)

e.) Organization: Huntington University  
Contact Person: Dr. Sherilyn Emberton  
Address: 2303 College Avenue Huntington, IN 46750

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

f.) Organization: Grace College & Seminary  
Contact Person: Dr. Bill Katip  
Address: 200 Seminary Drive Winona Lake, IN 46590

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

g.) Organization: Goshen College  
Contact Person: Dr. Rebecca Stoltzfus  
Address: 1700 South Main Street Goshen, IN 46526

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

2. **Notice** Has notice of this job opening been forwarded to each of these organization?

Yes [ X ] No [ ]

3. **Documentation** Have copies of all notices sent to these organizations been placed in the job vacancy folder created for this job position?

Yes [X ] No [ ]

**PART C Recruitment Sources Utilized**

1. List of all recruitment sources, other than those listed above, contacted to fill this position:

a.) Name of Source: Indiana University  
Contact Person: Recruitment Director  
Address: 107 S Indiana Avenue Bloomington IN 47405

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

How was notification given to this source? LETTER

b.) Name of Source: University of Notre Dame  
Contact Person: Recruitment Director  
Address: 248 Flanner Hall Notre Dame, IN 46556

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

How was notification given to this source? LETTER

c.) Name of Source: Butler University  
Contact Person: Recruitment Director  
Address: 4600 Sunset Avenue Indianapolis, IN 46208

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

How was notification given to this source? LETTER

d.) Name of Source: Work One  
Contact Person: Recruitment Manager  
Address: 430 Waterfall Drive Elkhart, IN 46515

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

How was notification given to this source? LETTER

**Continued on next page**

**Part C Recruitment Sources Utilized (continued)**

List of all recruitment sources, other than those listed above, contacted to fill this position:

e.) Name of Source: Tri-State University  
Contact Person: Recruitment Director  
Address: One University Avenue Angola, IN 46703  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

f.) Name of Source: Bethel College  
Contact Person: Career Services  
Address: 1001 W. McKinley Avenue Mishawaka, IN 46545  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER  
\_\_\_\_\_

g.) Name of Source: Indiana University of South Bend  
Contact Person: Recruitment Director  
Address: 1700 Mishawaka Avenue  
South Bend, IN 46634  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

2. **Documentation** Have copies of all notices sent to these organizations been placed in the job vacancy folder created for this job position?

Yes [ X ]      No [ ]

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**IV. General Information**

5. Job Title: Account Manager

6. Date Position Opened: 1/9/18

7. Date Position Filled: 8/20/18

8. **Document of Notice** Are dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto and have been placed in the file folder opened for this job vacancy?

Yes [x ] No [ ]

**V. Interviewees**

1. List of people interviewed for this position:

Name	Date	Recruitment Source
<u>Eric Kallin</u>	<u>2/12/18</u>	<u>Indeed.com</u>
<u>Dustin Shireman</u>	<u>8/18/18</u>	<u>Referral</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

4. Total number of people interviewed for this position: 2

5. Total number of applicants for this job: 2

**VI. Hiree**

Person ultimately hired for this position:

Name: Dustin Shireman

Recruitment Source: Referral

**Approval:**

Hiring/General Manager: Woody Zimmerman Date: 8/20/18



**PART B RECRUITMENT SOURCES UTILIZED**

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Contact Person: Dr. Jerrilee Mosier  
Address: 3800 North Anthony Blvd. Ft. Wayne, IN 46805  
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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
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Contact Person: Dr. David McFadden  
Address: 604 East College Avenue North Manchester, IN 46962  
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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

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Contact Person: Dr. David Wright  
Address: 420 S. Washington Street Marion, IN 46953  
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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

II. **Organizations Entitled to Notification-** (Continued)

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Address: 2303 College Avenue Huntington, IN 46750

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
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Contact Person: Dr. Bill Katip  
Address: 200 Seminary Drive Winona Lake, IN 46590

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

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Address: 1700 South Main Street Goshen, IN 46526

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

5. **Notice** Has notice of this job opening been forwarded to each of these organization?

Yes [ X ] No [ ]

6. **Documentation** Have copies of all notices sent to these organizations been placed in the job vacancy folder created for this job position?

Yes [X ] No [ ]

**PART C Recruitment Sources Utilized**

3. List of all recruitment sources, other than those listed above, contacted to fill this position:

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Contact Person: Recruitment Director  
Address: 107 S. Indiana Avenue Bloomington IN 47405  
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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

b.) Name of Source: University of Notre Dame  
Contact Person: Recruitment Director  
Address: 248 Flanner Hall Notre Dame, IN 46556  
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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

c.) Name of Source: Butler University  
Contact Person: Recruitment Director  
Address: 4600 Sunset Avenue Indianapolis, IN 46208  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

d.) Name of Source: Work One  
Contact Person: Recruitment Manager  
Address: 430 Waterfall Drive Elkhart, IN 46515  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

**Part C Recruitment Sources Utilized (continued)**

List of all recruitment sources, other than those listed above, contacted to fill this position:

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Contact Person: Recruitment Director  
Address: One University Avenue Angola, IN 46703

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

f.) Name of Source: Bethel College  
Contact Person: Career Services  
Address: 1001 W. McKinley Avenue Mishawaka, IN 46545

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

g.) Name of Source: Indiana University of South Bend  
Contact Person: Recruitment Director  
Address: 1700 Mishawaka Avenue  
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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
How was notification given to this source? LETTER

4. **Documentation** Have copies of all notices sent to these organizations been placed in the job vacancy folder created for this job position?

Yes [ X ] No [ ]

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DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Station/Unit WRSW(AM)(WRSW(FM)WAWC(FM)

**Complete this form for every event or program established by, sponsored by, or participated in by the station employment unit as part of the Supplemental Outreach Initiatives elected.**

Date(s) of Initiative Event(s): February 26,2019

Describe Nature of Initiative: Career Fair: Kensington Digital Media of Indiana, lead by News Now Warsaw, put on a Job Fair at Creighton's Crazy Egg Café, 4217 West Old Road 30, Warsaw, Indiana.46580. We had 14 vendors looking for prospective employees participate. Over 150 people looking for work attended the Job Fair, which ran from 2:00pm to 6:00pm

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations: KDMI's participation included the organization of the entire event, from securing the room, pipe and drape, to the on-air and social media announcements driving job seekers to the Job Fair. Other vendors included Monteith Tire, Leaders Staffing, Pro Resources,,,,, Martin's Supermarket, McDonalds-North Detroit Street, LSC Communications, Maple Leaf Farms, Greenmark Equipment,,,,, Mason Health and Rehab, Advanced Disposal, Indiana Coated Fabrics, Bremen Castings

Names of Station Personnel Involved in Initiative:

Kris Lake, Carli Luca, Dave Michaels, Jim Brennan

Form Prepared By: Woody Zimmerman

Date: 3/26/19

***Attached copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes).***

***Place in station's Public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.***

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Station/Unit WRSW(AM)(WRSW(FM)WAWC(FM)

**Complete this form for every event or program established by, sponsored by, or participated in by the station employment unit as part of the Supplemental Outreach Initiatives elected.**

Date(s) of Initiative Event(s): January 23,2019-February 15,2019

IBA Scholarship Program: Indiana Broadcasters Foundation awards college scholarships to worthy students who are pursuing a degree in the field of broadcasting. IBA works cooperatively with Indiana institutions that offer broadcasting programs annually funding several scholarships that help students with education expenses. Since 2011, the IBA has awarded nearly \$200,000 in scholarships including \$45,000 in 2018.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations: WRSW-FM aired 100 ads between January 23<sup>rd</sup> and February 15<sup>th</sup> promoting the application process and details on how to apply. The value for this campaign was \$2,000. Secondly, WRSW-FM gave \$300 to the scholarship fund and Woody Zimmerman took part as a scholarship committee member in reviewing the applicants and awarding scholarships to deserving students

Names of Station Personnel Involved in Initiative:

Woody Zimmerman as a scholarship committee member, LaDonna Thompson and Chris Cage for scheduling the spots on air.

Form Prepared By: Woody Zimmerman

Date: 3/27/19

***Attached copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes).***

***Place in station's Public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.***

DESCRIPTION OF SUPPLEMENTAL OUTREACH INITIATIVES

Station/Unit WRSW(AM)(WRSW(FM)WAWC(FM)

***Complete this form for every event or program established by, sponsored by, or participated in by the station employment unit as part of the Supplemental Outreach Initiatives elected.***

Date(s) of Initiative Event(s): February 19,2019

Describe Nature of Initiative: Speaking Engagement: Operations Manager for WRSW-FM,WRSW-AM and WAWC spoke to radio and TV students at Goshen College. Goshen College is well known for their Communications Department including Globe Radio 91.1 WGCS. This student-run radio station is nationally recognized, winning several awards. Kris Lake spoke to the students about the landscape of radio today.

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations: Kris Lake spoke to the students about radio in today's economy. After speaking, Kris took part in conducting mock interviews where the students were applying for jobs and Kris was the hiring manager

Names of Station Personnel Involved in Initiative:

Kris Lake

Form Prepared By: Woody Zimmerman

Date: 3/27/19

***Attached copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes).***

***Place in station's Public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.***