

# 2010 ANNUAL EEO PUBLIC FILE REPORT

## Nevada System of Higher Education

Station:	KUNR
Community of License:	Reno, Nevada
Reporting Period:	June 1, 2009 – May 21, 2010
No. of Full-time Employees:	5 – 10
Small Market Exemption:	N/A

During the Reporting Period, a total of 2 full time positions were filled. The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

### INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

<p><i>Established <b>training</b> programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.</i></p>	<p>Full-time on-air staff received one-on-one training to sharpen their technology skills, specifically in use of Adobe Audition digital editing software on Nov. 9, 17, 19 of 2009 and May 12 and 14 of 2010. On-air staff ALSO participated during this period in online training courses from News University (NewsU.org; dates and coursework available).</p> <p>Underwriting staff attended CareerTrack workshop on improving communication skills, Dec. 7, 2009. Underwriting staff also participated in industry webinars on July 23, Sept. 1, Oct. 13 and Nov. 17, 2009.</p> <p>During June 2009-May 2010, as part of KUNR’s growing volunteer training program, one volunteer was trained on fundraising drive software and procedures and served in October 2009 and March 2010 membership drives as the supervisor of other volunteers. Three other volunteers were trained as office assistants, receiving specialized training in station software and procedures. One volunteer was hired part time in May 2010 as an on-air staff member after being trained in on-air fundraising and board operation.</p> <p>Front office personnel participated in multiple trainings between June 2009 and May 2010 (dates available) on accounting processes, fundraising software, budget preparation, credit card security, supervision skills and procedures, among other topics.</p>
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<p><i>Provided <b>training to management level personnel</b> on methods of ensuring equal employment opportunity and prevent discrimination.</i></p>	<p>On May 11, 2010, General Manager David Stipech attended online a national two-hour webinar made available through the Nevada Broadcasters Association: “Navigating the FCC’s EEO Rules” presented by Brendan Holland of Davis Wright Tremaine LLP.</p> <p>GM David Stipech consulted with Legal Counsel on May 12, 2010, to receive instruction, education and updates on EEO requirements.</p>
<p><i>Participated in <b>other</b> activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.</i></p>	<p>On March 29, 2010, KUNR hosted a station tour for 18 students from the university’s journalism school.</p> <p>Working with the International Center on campus, KUNR provided a tour of 15 students from Algeria on August 7, 2009.</p> <p>On June 15, 2009, KUNR’s Midday Host spoke about radio broadcasting to a group of 40 participants of ProNet, the local networking and job-training organization for unemployed executives.</p>

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**LIST OF POSITIONS FILLED**

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
8/3/09	Staff Professional Trainee	nvapps.state.nv.us website
12/16/09	Administrative Assistant II	nvapps.state.nv.us website

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**INTERVIEWEE REFERRAL SOURCE SUMMARY**

Total Number of Persons Interviewed during the Reporting Period:   12  

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred
On-air announcements	0
Word of mouth	3
State of Nevada jobs website nvapps.state.nv.us	6
Internet (not specified)	1
Newspaper	1
Internet (www.pheaa.org)	1

**RECRUITING SOURCES USED**

Job Title of Position: Staff Professional Trainee

Date of Hire: 8/3/09

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
www.careerbuilder.com	N	Not applicable – on line access		
www.HigheredJobs.com	N	Not applicable – on line access		
www.TedJob.com	N	Not applicable – on line access		
www.EmployDiversity.com	N	Not applicable – on line access		
Reno Gazette Journal	N	955 Kuenzli St., Reno, NV 89502-2000	Laurie Macaulay	(775) 788-6200

\* Indicate “Y” (yes) or “N” (no) if the organization requested that the station provide it with notice of all job vacancies. See Rule 73.2080(c)(1)(ii).

Job Title of Position: Administrative Assistant II

Date of Hire: 12/16/09

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
State of Nevada Jobs Website: www.nvapps.state.nv.us.	N	Not applicable – on line access		
www.HigheredJobs.com	N	Not applicable – on line access		
www.TedJob.com	N	Not applicable – on line access		
www.EmployDiversity.com	N	Not applicable – on line access		
www.postjobfree.com	N	Not applicable – on line access		
www.findjobs4u.com	N	Not applicable – on line access		
Reno Gazette Journal	N	955 Kuenzli St. Reno, NV 89502-2000	Laurie Macaulay	(775) 788-6200
www.craigslist.org	N	Not applicable – on line access		
www.careerbuilder.com	N	Not applicable – on line access		

\* Indicate “Y” (yes) or “N” (no) if the organization requested that the station provide it with notice of all job vacancies. See Rule 73.2080(c)(1)(ii).