

**2019-20 EEO Public File Report
Cheyenne Mountain Public
Broadcast House, Inc.
(C MPBH)
KCME 88.7 FM and KMPZ 88.1
FM and Jazz 93.5 FM**

The purpose of this EEO Public File Report (Annual EEO Report) is to comply with Section 73.2080(c)(6) of the FCC Equal Employment Rules. The information contained in this Annual EEO Report covers the time period from **December 2, 2019, to, and including, November 20, 2020** (the Applicable Period). This Annual EEO Report summarizes the relevant hiring and EEO outreach conducted by the following station. Please note: KMPZ-88.1 FM – licensed to Salida, Colorado – has been given a *Main Studio Waiver* by the Federal Communications Commission. The station in Salida broadcasts the signal from KCME-FM, in Colorado Springs – and KMPZ does not have a physical location. Consistent with the FCC's Rules, this Annual EEO Report contains the following information:

1. A list of all full-time vacancies filled by the Station(s) during the Applicable Period which includes the number of persons interviewed and the source of the lead for the person hired.
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy, including any such sources that have asked to receive information from the station(s) about any new job openings, which are separately identified;
3. A list and brief description of the community outreach activities, not directly related to the opening of job positions, undertaken by the station(s) during the Applicable Period;
4. A list of mentorship activities the station has undertaken to improve and promote current employees.

The following sections provide the required information and summarize the station(s) EEO efforts during the Applicable Period. This Annual Report was placed in each station's public inspection file on **November 20, 2020**, and posted on the station's web site, in accordance with the FCC's EEO Rules.

SECTION 1: Full-Time Job Openings Filled During This Period

Time Period Covered: **December 2, 2019-November 20, 2020**
Station in Employment Unit: **KCME 88.7 FM**

Positions Filled By Job Title and Date Filled	# Interviewed	Recruitment Source of Hire
Business Manager – Advertised on Indeed.com, February 5-13. No local groups asked to be notified of this opening. We received 29 applications, interviewed 2 candidates. 1 interview was an internal candidate. Promoted internal employee, Dan Adams, to the Business Manager position on February 10.	2	Internal candidate
Corporate Sponsorship Sales Associate – Advertised January 20 – March 01, on Indeed.com and through the station website. No local group asked to be notified of this opening. We received 60 applications, interviewed 7 and did not hire anyone due to Covid shutdown in March.	7	n/a
Development Director – Advertised on Indeed.com, February 12 – 23. No local group asked to be notified of this opening. CMPBH received 13 applications, interviewed 4 and hired one from the Indeed.com posting on March 1.	4	Indeed.com
Development Director - Advertised on Indeed.com. May 19 – June 23. This position was open again due to the previous hire moving to another state with spouse. No local group asked to be notified of this opening. CMPBH received 9 applications, interviewed 2 and hired one from the Indeed.com posting on July 8.	2	Indeed.com
Administrative and Development Executive Assistant - Advertised on Indeed.com, February 11-March 19, CMPBH received 239 applications, interviewed 12, This was a new position. We did not hire due to Covid shutdown. No local group asked to be notified of this opening.	12	n/a

KCME Morning Show Host - Advertised on Indeed.com June 03 – 17, and the station website. We received 20 applications from Indeed, one application from a community networking recommendation, interviewed 2 and hired 2; one from the Indeed posting for the KCME Morning Show host position on June 29 and hired 1 from the community network recommendation as a host on Jazz 93.5 on July 17th. No local group asked to be notified of this position.	2	Indeed.com
Administrative and Development Assistant - Advertised on Indeed.com. April 28- May 19. No local group asked to be notified of this opening. CMPBH received 127 applications, interviewed 16, we did not hire due to the ongoing shutdown and additional restrictions of Covid. A current staff member stayed on and filled position temporarily.	16	n/a
Administrative and Development Assistant - Advertised on Indeed.com August 21 – October 05. No local group asked to be notified of this opening. CMPBH received 353 applications from Indeed. And 1 application from the website, interviewed 24, we hired the applicant from the website on October 7.	24	KCME website

SECTION 2: Recruitment Sources

Time Period Covered: **December 2, 2019 – November 20, 2020**

Station in Employment Unit: **KCME 88.7 FM / Jazz 93.5 FM**

CMPBH primarily used Indeed.com and is an EEO approved diversity employer. CMPBH also posted jobs to the station's websites kcme.org and jazz935.org and networked with organizations within the community to seek recommendations for individuals who could contribute to the organization's operation. KCME received a total of **851** applications and hired 4 full-time and 2 part-time individuals.

SECTION 3: Supplemental - Non-Vacancy Specific Recruitment Activities Undertaken

Time Period Covered: **December 2, 2019-November 20, 2020**

Station in Employment Unit: **KCME 88.7 FM/Jazz 93.5 FM**

KCME will typically solicit internship opportunities through local colleges and conservatories and other community outreach/engagement opportunities, Robyn Sedgwick, GM, did participate in 2 intern events at UCCS in the Fall of 2019 for Spring 2020 internships, but we did not have interns during this period due to the Covid restrictions.

SECTION 4: Supplemental - Establishment of Mentorship Program

- General Manager, Robyn Sedgwick, has acted as mentor throughout the period of December 2, 2019 thru November 20, 2020 in various capacities; Music Director, Programming Director, Operations Directors to the staff of KCME and Jazz 93.5 and has worked to educate radio staff about the automation of programming, purchasing training programs for music director, program director for KCME and program director for Jazz 93.5 FM.
- Jazz 93.5 Programming Director and Music Coordinator have been mentored by broadcasting consultant John Dale III, 913.660.3690, in the areas of programming, automation, music library curation, on-air host coaching and broadcasting leadership practices.
- Former Treasurer of the Board of Directors, Josh Chesebro, 719.487-5225, has acted as a mentor to Business Manager Dan Adams to help familiarize accounting concepts and principles including budgeting, costing, and accrual and reconciliation methods.
- General Manager, Robyn Sedgwick, has encouraged additional training opportunities. Operations Manager Keith Simon participated in The Colorado Broadcaster's Association's (Linnea Lewis, 720.536.5427) broadcast engineering training program and Business Manager Dan Adams attended a series of Non-Profit Quarterly's QuickBooks Non-Profit courses (Gregg Bossen, 888-726-2333).