

**WTTR, Westminster  
Sajak Broadcasting Corporation**

**Annual EEO Public File Report**

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, WTTR, Westminster, Maryland and is required to be placed in the public inspection files of this station and posted on it’s website.

The information contained in this Report covers the time period beginning May 24, 2004 to and including May 25, 2005 (the “Applicable Period”).

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 comprising the Station Employment Unit during the Applicable Period;
2. For each 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 the FCC Rules.

The Appendices that follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitled “Full-time Positions of Which This Source Was Utilized” refer to the number of the full-time position listed on Appendix 1.

For the 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 and/or over the telephone.

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**A. Employment Unit Covered**

WTTR-AM, Westminster, Maryland, Sajak Broadcasting Corporation

**B. Reporting Period**

May 24, 2004 through May 25, 2005

**C. Full-Time Vacancies Filled During Reporting Period**

5/24/04-5/25/05

Job Title: Account Executive

Position Announced: March 2, 2005

Position filled: April 11, 2005

Referral Source: Carroll County Times

Interview/Applicant Sources:

Carroll County Times	8
Maryland Job Service	1
Employee Referral/Internal posting	<u>1</u>
Total	10

**D. Recruitment/Referral Sources Used to Seek Candidates for Each Vacancy**

Alliance Project

Address 95 Carroll Street, Suite 104, Westminster, Maryland 21157  
Telephone 410-871-6373 Voice 410-871-6325 Fax  
Email Address [thealliance@carrollhospitalcenter.org](mailto:thealliance@carrollhospitalcenter.org)  
Contact Project Coordinator, 410-871-6372

Carroll Community College Advising, Career & Transfer Center

Address 1601 Washington Road, Room A102, Westminster, Maryland 21157  
Telephone 410-386-8435 Voice 410-386-8446 Fax  
Email Address [advise@carrollcc.edu](mailto:advise@carrollcc.edu)  
Contact Laurie Shields, Director of Advising and Testing, 410-386-8165

Carroll Community College, Office of Contin. Education and Training

Address 1601 Washington Road, Westminster, Maryland 21157  
Telephone 410-386-8100 Voice 410-876-5869 Fax  
Email Address [cet@carroll.cc.md.us](mailto:cet@carroll.cc.md.us)  
Web Address [www.carrolltraining.com](http://www.carrolltraining.com)  
Contact Karen Merkle, Vice President, Continuing Education and Training, 410-386-8100 or 888-221-9748

Carroll County Business and Employment Resource Center

Address 224 N. Center Street, 2nd floor, Westminster, Maryland 21157-5134  
Telephone 410-386-2820 Voice 410-876-2977 Fax  
Email Address [berc@carr.org](mailto:berc@carr.org)  
Web Address [ccpl.carr.org/berc](http://ccpl.carr.org/berc)  
Contact Denise Rickell, Manager, 410-386-2820

Carroll County Career and Technology Center

Address 1229 Washington Road, Westminster, Maryland 21157  
Telephone 410-751-3669 Voice 410-751-3677 Fax  
Email Address [ceengel@k12.carr.org](mailto:ceengel@k12.carr.org)  
Web Address [ccpl.carr.org/ccps/ccctc/Introduction.htm](http://ccpl.carr.org/ccps/ccctc/Introduction.htm)  
Contact Catherine Engel, Principal, 410-751-3669

Carroll County Commission for Women

Address 623 Gist Road, Westminster, Maryland 21157  
Telephone 410-876-3170 Voice 410-876-2683 Fax  
Email Address [mcw@dhr.state.md.us](mailto:mcw@dhr.state.md.us)  
Web Address [www.marylandwomen.org](http://www.marylandwomen.org)  
Contact Naomi Benzil, Commissioner, Maryland Commission for Women (7/00-6/04), 410-876-3170

## Carroll County Times

Address 201 Railroad Avenue, Westminster, Maryland 21157  
Telephone 410-848-4400 Voice  
Email Address [lalbin@lcniotmd.com](mailto:lalbin@lcniotmd.com)  
Web Address [www.carrollcountytimes.com](http://www.carrollcountytimes.com)  
Mailing Address PO Box 346, Westminster, Maryland 21158-0346  
Contact Lisa Albin, Marketing Communications Manager, 410-857-7884

## Carroll County Workforce Development Partnership

Address 225 N. Center Street, Westminster, Maryland 21157  
Telephone 410-751-3695 Voice 410-751-3695 Fax  
Mailing Address 125 N. Court Street, Westminster, Maryland 21157  
Contact Shelly Werkley, Coord. of Student Support Services, 410-751-3179  
Contact Denise Beaver, Deputy Dir., Carroll Depart. of Econ. Dev., 410-386-2070

## NAACP, Carroll County Branch 7014

Address PO Box 624, Westminster, Maryland 21158  
Telephone 410-751-7667 Voice  
Web Address [www.naacp.org](http://www.naacp.org)  
Contact John Lewis, President (12/03-12/04), 410-751-7667

## Experience Works

Address 125 Airport Drive, Suite 10, Westminster, Maryland  
Telephone 410-848-9691 Voice  
Web Address [www.experienceworks.org](http://www.experienceworks.org)  
Contact Doris W. Wagner, Field Operations Assistant, 410-848-9691  
Contact Sandra Ferguson, Field Operations Coordinator, 410-262-1297

## Maryland Division of Employment and Training

Address 125 Airport Drive, Gateway West, Suite 10, Westminster, Maryland 21157  
Telephone 410-848-9691 Voice  
Email Address [det@dllr.state.md.us](mailto:det@dllr.state.md.us)  
Web Address [www.dllr.state.md.us/employment/](http://www.dllr.state.md.us/employment/)  
Contact Lloyd Day, Director, 410-848-9691  
Contact Mike Bixler, Job Service Supervisor, 410-840-2974

## McDaniel College

Address 2 College Hill, Westminster, Maryland 21157-4390  
Telephone 410-848-7000 Voice  
Email Address [pio@mcdaniel.edu](mailto:pio@mcdaniel.edu)  
Web Address [www.mcdaniel.edu](http://www.mcdaniel.edu)  
Contact Joan Develin Coley, President, 410-848-7000

Morgan State University  
Attn: Bill Valentine  
Hillen Road & Cold Spring Lane  
Baltimore, MD 21239  
443-885-3559

Howard University  
Attn: Kim Wells  
Director of Career Services  
School of Communications  
925 Bryant Street, N.W.  
Washington, D.C. 20059  
202-860-4000

Bowie State University  
Attn: Mrs. Johnson  
Director of Career Services  
Career Planning & Placement  
Bowie, MD 20715  
301-860-4000

Broadcast Institute of Maryland  
Attn: Norm Brooks  
Placement Director  
7200 Harford Road  
Baltimore, MD 21234  
800-942-9246

Towson State  
Career Planning & Placement  
Attn: Glenda Henkel  
Program Coordinator  
8000 York Road  
Towson, MD 21252  
410-704-2233

University of Maryland, College Park  
Career Center  
Attn: Cyndy Kaufman  
Director of Communications  
3100 Hornbake Library  
College Park, MD 20742  
301-314-7225

**E. Total Number of Persons Interviewed for All Full-Time Vacancies Filled During the Reporting Period:**

A total of **ten** individuals were interviewed for the one position filled during the reporting period of 5/23/04-5/22/05

**F. Total Number of Interviewees for All Full-Time Vacancies Filled During the Reporting Period Per Recruitment/Referral Sources**

Carroll County Times	8
Maryland Job Service	1
Employee Referral/Internal posting	<u>1</u>
Total	10

**G. Outreach Activities Performed During the Reporting Period**

**Prong Two – Notification to Community Groups**

Relative to Prong Item #	Description of Activity
2	A posting was made to the station’s website advising community groups of the opportunity to request to receive job vacancy notifications from the station.

**Prong Three - Performance Activities**

5	WTTR sustains an on-going internship program. This program incorporates College students, high school students, broadcasting schools, as well as other individuals interested in learning more about careers in radio broadcasting. Station has an on-going relationship with the Career Connections program associated with Carroll County Public Schools.
8	Station allowed time that enabled Office/Program Assistant to take courses at Carroll Community College for Office professional development
14	Station conducts annual training sessions with Management personnel as to the method of ensuring EEO and preventing discrimination.
11	Station conducts tours for Westminster City Police After-School Program in conjunction with Westminster Elementary School. These tours serve as an early preview of opportunities in employment within broadcasting.