

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period JANUARY 23, 2019 to JANUARY 22, 2020.

1) Employment Unit: GALAXY UTICA LICENSEE LLC

2) Unit Members (Stations and Communities of License): WKLL(FM) – Frankfort, NY
WUMX(FM) – Rome, NY
WTLB(AM) – Utica, NY
WIXT(AM) – Little Falls, NY
WRNY(AM) – Rome, NY

3) EEO Contact Information for Employment Unit:

Mailing Address: Galaxy Media Partners 235 Walton Street Syracuse, NY 13202	Telephone Number: 315.472.9111
	Contact Person/Title: Dana Loucks/Chief Financial Officer
	E-mail Address: dloucks@galaxymediapartners.com

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

<u>Job Title</u>	<u>Recruitment Source Referring Hiree</u>
1.) Receptionist	Express Staffing, Inc.
2.) Chief Revenue Officer (CRO)	Media Staffing Network
3.) Digital Specialist	Employee Referral
4.) Account Executive	Employee Referral

WKLL(FM), WUMX(FM), WTLB(AM), WIXT(AM), and WRNY(AM) are Equal Opportunity Employers.

5) Recruitment Sources by Vacancy

Job Title: Receptionist

Referral Source of Hiree: Express Staffing, Inc.

(i)Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Afro American Heritage Association	Human Resources	P.O. Box 451, Rome NY 13442	N/A	0	No
On-Air Recruitment (careers@Galaxymediacompany.com)	Tami Grashof	520 Seneca St, Suite 101, Utica NY 13502	315.797.1330	0	No
CentralNewYorkHelpWanted.com	No specific contact	c/o RegionalHelpWanted.com 1 Civic Center Plaza, Suite 506 Poughkeepsie, NY 12601	845.471.5200	0	No
Columbia Place Associates	Larry Smith	401 Columbia Str., Suite 8, Utica, NY 13502	315.272.2999	0	No
Employee Referral	N/A	N/A	N/A	0	No
Express Staffing, Inc.	N/A	3004 Erie Blvd E, Syracuse, NY 13224	N/A	4	No
Family Services of Mohawk Valley	Margaret Beck	401 Columbia St., #200, Utica NY 13501	315.735.9177	0	No
Galaxymediacompany.com	Tami Grashof	39 Kellogg Rd., New Hartford NY 13413	315.797.1330	0	No
Herkimer County Community College	Suzanne Paddock	Reservoir Rd., Herkimer, NY 13350	315.866.0300	0	No
Indeed.com	N/A	6433 Champion Grandview Way, Bldg1, Austin, TX 78750	203-328-2691	3	No
Industry Contact	N/A	N/A	N/A	0	No
KRock.com	Tami Grashof	39 Kellogg Rd., New Hartford NY 13413	315.797.1330	0	No
LinkedIn	N/A	Sunnyvale, CA	650.687.3600	0	No
Media Staffing Network	Cori Hirsh	150 E Huron St, Chicago, IL 60611	847.222.3258	0	NO
Mohawk Valley Community College	Charlene Deon	1101 Sherman Dr., Utica, NY 13501	315.792.5488	0	No
Mohawk Valley YMCA	Amy Burke	83 East Main St., Mohawk, NY 13407	315.866.6570	0	No
NAACP	Herb Thorpe	P.O. Box 325., Rome NY 13440	315.337.0407	0	No
Observer Dispatch	No specific contact	221 Oriskany Plaza, Utica NY 13501	315 792 5000	0	No

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Oneida County NAACP	Fran Williams	P.O. Box 169, Utica NY 13503	315.797.8079	0	No
Oneida County Workforce Devt.	Paul Building	209 Elizabeth St., Utica NY 13504	315.798.5908	0	No
Oneida Herkimer Madison BOCES	No specific contact	P.O. Box 70 Middle Settlement Rd., New Hartford NY 13414	315.798.5908	0	No
Top Hire Recruitment	No specific contact	201 W Genesee St, Fayetteville NY 13066	315.329.5080	0	No
Tri-Valley YMCA	Diane Hoover	701 Seneca St., Oneida, NY 13421	315.363.7788	0	No
Utica College	Barbara Jordan	1600 Burrstone Rd., Utica NY 13502	315.792.3087	0	No
Utica School of Commerce – Canastota	No specific contact	P.O. Box 462, Canastota, NY 13032	315.697.8200	0	No
Utica School of Commerce – Oneonta	No specific contact	17 Elm St., Oneonta, NY 13820	315.432.7003	0	No
Utica School of Commerce – Utica	No specific contact	201 Bleeker St., Utica, NY 13501	315.733.2300	0	No
Women’s Employment & Resource Center	Eleanor Moran	1411 Genesee St., Utica NY 13051	315.793.9700	0	No
Working Solutions – Herkimer	Sal Vaggetta	320 N. Prospect St., Herkimer NY 13350	315.867.1400	0	No
Working Solutions – Oneida	Bruce Burke	1286 Upper Lenox Ave., Oneida NY 13421	315.363.2400	0	No
Working Solutions – Rome	Terry Humphries	252 W. Dominick St., Rome NY 13440	315.337.7300	0	No
WOUR.com	Tami Grashof	39 Kellogg Rd., New Hartford NY 13413	315.797.1330	0	No
WUMX.com	Tami Grashof	39 Kellogg Rd., New Hartford NY 13413	315.797.1330	0	No
YMCA – Rome Family Branch	Colleen Seaton	301 W. Bloomfield St. Rome NY 13440	315.336.3500	0	No
YMCA of the Greater Tri-Valley	Phonon Perriloux	P.O. Box 510, 301 W. Bloomfield St., Rome NY 13440	315.336.3500	0	No
YWCA – Utica	Sue Rasini	100 Cornelia St., Utica NY 13502	315.732.2159	0	No

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Job Title: Chief Revenue Officer (CRO)**Referral Source of Hiree: Media Staffing Network**

(i)Name of Organization Notified of Job Vacancy:	Contact Person	Address:	Telephone Number:	# of Interviewees Referred	Did Recruitment Source Request Notification? (Yes or No)
Afro American Heritage Association	Human Resources	P.O. Box 451, Rome NY 13442	N/A	0	No
On-Air Recruitment (careers@Galaxymediacompany.com)	Tami Grashof	520 Seneca St, Suite 101, Utica NY 13502	315.797.1330	0	No
CentralNewYorkHelpWanted.com	No specific contact	c/o RegionalHelpWanted.com 1 Civic Center Plaza, Suite 506 Poughkeepsie, NY 12601	845.471.5200	0	No
Columbia Place Associates	Larry Smith	401 Columbia Str., Suite 8, Utica, NY 13502	315.272.2999	0	No
Employee Referral	N/A	N/A	N/A	0	No
Family Services of Mohawk Valley	Margaret Beck	401 Columbia St., #200, Utica NY 13501	315.735.9177	0	No
Galaxymediacompany.com	Tami Grashof	39 Kellogg Rd., New Hartford NY 13413	315.797.1330	0	No
Herkimer County Community College	Suzanne Paddock	Reservoir Rd., Herkimer, NY 13350	315.866.0300	0	No
Indeed.com	N/A	6433 Champion Grandview Way, Bldg1, Austin, TX 78750	203-328-2691	0	No
Industry Contact	N/A	N/A	N/A	0	No
KRock.com	Tami Grashof	39 Kellogg Rd., New Hartford NY 13413	315.797.1330	0	No
LinkedIn	N/A	Sunnyvale, CA	650.687.3600	0	No
Media Staffing Network	Cori Hirsh	150 E Huron St, Chicago, IL 60611	847.222.3258	3	NO
Mohawk Valley Community College	Charlene Deon	1101 Sherman Dr., Utica, NY 13501	315.792.5488	0	No
Mohawk Valley YMCA	Amy Burke	83 East Main St., Mohawk, NY 13407	315.866.6570	0	No
NAACP	Herb Thorpe	P.O. Box 325., Rome NY 13440	315.337.0407	0	No
Observer Dispatch	No specific contact	221 Oriskany Plaza, Utica NY 13501	315 792 5000	0	No
Oneida County NAACP	Fran Williams	P.O. Box 169, Utica NY 13503	315.797.8079	0	No
Oneida County Workforce Devt.	Paul Building	209 Elizabeth St., Utica NY 13504	315.798.5908	0	No

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Oneida Herkimer Madison BOCES	No specific contact	P.O. Box 70 Middle Settlement Rd., New Hartford NY 13414	315.798.5908	0	No
Top Hire Recruitment	No specific contact	201 W Genesee St, Fayetteville NY 13066	315.329.5080	0	No
Tri-Valley YMCA	Diane Hoover	701 Seneca St., Oneida, NY 13421	315.363.7788	0	No
Utica College	Barbara Jordan	1600 Burrstone Rd., Utica NY 13502	315.792.3087	0	No
Utica School of Commerce – Canastota	No specific contact	P.O. Box 462, Canastota, NY 13032	315.697.8200	0	No
Utica School of Commerce – Oneonta	No specific contact	17 Elm St., Oneonta, NY 13820	315.432.7003	0	No
Utica School of Commerce – Utica	No specific contact	201 Bleeker St., Utica, NY 13501	315.733.2300	0	No
Women’s Employment & Resource Center	Eleanor Moran	1411 Genesee St., Utica NY 13051	315.793.9700	0	No
Working Solutions – Herkimer	Sal Vaggetta	320 N. Prospect St., Herkimer NY 13350	315.867.1400	0	No
Working Solutions – Oneida	Bruce Burke	1286 Upper Lenox Ave., Oneida NY 13421	315.363.2400	0	No
Working Solutions – Rome	Terry Humphries	252 W. Dominick St., Rome NY 13440	315.337.7300	0	No
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YWCA – Utica	Sue Rasini	100 Cornelia St., Utica NY 13502	315.732.2159	0	No

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Job Title: Digital Specialist**Referral Source of Hire: Employee Referral**

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CentralNewYorkHelpWanted.com	No specific contact	c/o RegionalHelpWanted.com 1 Civic Center Plaza, Suite 506 Poughkeepsie, NY 12601	845.471.5200	0	No
Columbia Place Associates	Larry Smith	401 Columbia Str., Suite 8, Utica, NY 13502	315.272.2999	0	No
Employee Referral	N/A	N/A	N/A	1	No
Family Services of Mohawk Valley	Margaret Beck	401 Columbia St., #200, Utica NY 13501	315.735.9177	0	No
Galaxymediacompany.com	Tami Grashof	39 Kellogg Rd., New Hartford NY 13413	315.797.1330	0	No
Herkimer County Community College	Suzanne Paddock	Reservoir Rd., Herkimer, NY 13350	315.866.0300	0	No
Indeed.com	N/A	6433 Champion Grandview Way, Bldg1, Austin, TX 78750	203-328-2691	0	No
Industry Contact	N/A	N/A	N/A	0	No
KRock.com	Tami Grashof	39 Kellogg Rd., New Hartford NY 13413	315.797.1330	0	No
LinkedIn	N/A	Sunnyvale, CA	650.687.3600	0	No
Media Staffing Network	Cori Hirsh	150 E Huron St, Chicago, IL 60611	847.222.3258	0	NO
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Job Title: Account Executive**Referral Source of Hire: Employee Referral**

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YWCA – Utica	Sue Rasini	100 Cornelia St., Utica NY 13502	315.732.2159	0	No

6) Total # of Interviewees Referred: For the period from January 23, 2019 to January 22, 2020 this Employment Unit interviewed **12** interviewees for full-time job vacancies.

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7) Supplemental Recruitment Initiatives:

A) Initiative: Manager Training

Galaxy Utica Licensee LLC Managers completed EEO Training courses at HR Classroom.com to stay current with methods of ensuring equal employment opportunity and preventing discrimination. Completed courses include, Respect in the Workplace, Fair Labor Standard Acts, Building a Drug Free Workplace – Supervisors Version, Interviewing and Hiring Practices, Workplace Respect and Employee Termination. All of these courses were completed between January 4, 2019 and January 14, 2020. The entire Galaxy staff both FT and PT was required to attend a mandatory Sexual Harassment Training Seminar that was hosted by One Group in July 2019.

B) Initiative: Internship Program

Galaxy Utica Licensee LLC participates in Internship Programs offered by local educational institutions. Interns interact with a variety of personnel and departments, including but not limited to Sales, Promotions, Programming and Traffic. During the period of January 23, 2019 to January 22, 2020 this employment unit hosted 1 intern. This student was from Utica College and was a paid intern courtesy of the New York State Broadcasters Association.

C) Initiative: EEO Outreach

Stations in the employment unit aired announcements encouraging women, minority, educational, and other employment outreach centers in the community to contact the radio stations to be added to our list of job openings.

WKLL	53	15-second announcements
WTLB(AM)	234	15-second announcements
WUMX	58	15-second announcements

D) Initiative: Hosting of Job Fairs

Hosting of Job Fair: On April 17, 2019, the employment unit held the Galaxy Communications Career Fair at Destiny USA in Syracuse, NY. Management from Sales and Promotions were on site to answer questions and accept resumes for employment and internships.

Hosting of Job Fair: On September 25, 2019, the employment unit held the Galaxy Communications Career Fair at Destiny USA in Syracuse, NY. Management from Sales and Promotions were on site to answer questions and accept resumes for employment and internships.

E) Initiative: Participation in Job Fairs

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Attendance at Job Fair: On February 27, 2019, the employment unit participated in the Onondaga Community College's Career Fair in the SRC Arena. Employees met with students to answer questions and accept resumes for employment and internships.

Attendance at Job Fair: On March 6, 2019, the employment unit participated in Oswego County Career and Internship Fair. Employees met with students to answer questions and accept resumes for employment and internships.

F) Initiative: Internet Program

Galaxy Utica Licensee LLC uses its stations' web sites and corporate site to provide general information about its job vacancies including what skills and qualifications are needed to fill specific positions