

**KUAC TV/FM**  
**Annual EEO Public File Report**  
**October 1, 2024 – September 30, 2025**

*KUAC had three full-time openings during this reporting period.*

Full-Time Position	Position Title	Date Open	Date Filled	Recruitment Source(s) utilized to fill the vacancy (including organizations entitled to notification)*	Number Interviewed	Number Hired
1	Business Office Manager	Vacant 01/12/25, Recruitment Opened 01/03/25	04/14/25	University of Alaska Careers Site, Handshake, LinkedIn, KUAC Site, KUAC Facebook Page, On-Air Announcements on KUAC FM, Employee Referral	1 from Employee Referral	1 from Employee Referral
1	Senior Reporter/Producer	07/22/25	07/27/25	University of Alaska Careers Site, Handshake, LinkedIn, KUAC Site	1 from University of Alaska Careers Site	1 from University of Alaska Careers Site
1	Morning Host and Traffic/Operations Manager	Recruitment Opened 07/30/25	08/24/25	University of Alaska Careers Site, Handshake, LinkedIn, KUAC Site, KUAC Facebook Page, On-Air Announcements on KUAC FM	3 from University of Alaska Careers Site	1 from University of Alaska Careers Site
				<b>Total Number of Interviewees</b>	<b>5</b>	<b>3</b>
* See Attached List of Recruitment Sources for Contact Information						

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**Recruitment Sources Contacted for Full-Time Vacancies**

No.	Recruitment Source	Contact	Total Interviewed	Source Has Requested Notification
1	<b>University of Alaska Careers Site</b> careers.alaska.edu	University of Alaska Human Resources 907-450-8200	4	No
2	<b>Indeed</b> indeed.com	200 W 6th St. Floor 36, Austin, TX 78701-3161 Spencer Tordoff, KUAC Communications Manager 907-474-1890	0	No
3	<b>Handshake</b> joinhandshake.com	225 Bush St., STE 1200, San Francisco, CA 94104-4293 Spencer Tordoff, KUAC Communications Manager 907-474-1890	0	No
4	<b>LinkedIn</b> linkedin.com	1000 W Maude Ave., Sunnyvale, CA 94085 Spencer Tordoff, KUAC Communications Manager 907-474-1890	0	No

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5	<b>KUAC Site</b> www.kuac.org	1718 Tanana Loop, STE 202, Fairbanks, AK 99775-5620 Spencer Tordoff, KUAC Communications Manager 907-474-1890	0	No
6	<b>KUAC Facebook Page</b> www.kuac.org	1718 Tanana Loop, STE 202, Fairbanks, AK 99775-5620 Spencer Tordoff, KUAC Communications Manager 907-474-1890	0	No
7	<b>On-Air Announcements on KUAC FM</b>	1718 Tanana Loop, STE 202, Fairbanks, AK 99775-5620 907-474-7491	0	No

*Recruitment candidates are queried for sources during interviews*

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**Long-Term (Prong 3) Recruitment Initiatives**

*Because KUAC is located entirely in a small market, it is required to engage in two initiatives during each two-year period.*

No.	Date	Initiative	Description	Scope of Involvement	Personnel Involved
1	Ongoing	<b>Internships Leading to Recruitment</b>	KUAC conducts annual internship programs that are designed to assist students and members of the community in obtaining skills needed for broadcast employment.	KUAC works with the University, the military installations, high schools, and other human service organizations to train individuals including students, veterans, and NPO clients in reporting, announcing, hosting, and board operations. It is our goal to then recruit interns to serve in permanent roles at KUAC or other broadcast facilities. This is an annual, ongoing activity.	Gretchen Gordon, General Manager; Aly Moehle, Business Office Manager; Lori Neufeld, Director of FM Programming & Production
2	Ongoing	<b>Training to All Personnel as to Methods of Ensuring Equal Employment Opportunity and Preventing Discrimination</b>	KUAC management works directly with the University of Alaska Office of Rights, Compliance and Accountability to maintain the most up-to-date training and policies affecting employment policies and actions and ensuring equal opportunity is met ,	KUAC management, full-time, part-time, and casual employees are all required to complete annual Title IX training that encompasses the following: what constitutes acceptable and unacceptable workplace behavior, how to recognize harassment and bias when they occur, and how to report and respond to violations.  All Annual Training completed by October 1, 2025	Gretchen Gordon, General Manager; Aly Moehle, Business Office Manager
3	Ongoing	<b>Recruitment Outreach</b>	KUAC regularly evaluates its applicant pools and adjusts its strategies to gain broader diversity. The station's outreach includes advertising in local and regional papers; on various websites; in local community, service, and advocacy organizations; on specialty-specific websites; LinkedIn; the Corporation for Public Broadcasting; and Indeed.	KUAC has taken additional steps in an attempt to recruit applicants by participating in University and high school career days; making presentations to various community, service, and advocacy groups; and informing staff and volunteer leadership groups (council and board) when positions are available to disseminate information and educate members of these groups as to employment opportunities and to assist in broadcasting information throughout the communities KUAC serves.  CAC meetings: Sept 2024, Feb 2025 KFG Meetings: Oct 2024, Jan 2025, April 2025, July 2025	Gretchen Gordon, General Manager; Aly Moehle, Business Office Manager; KUAC Friends Group (KFG) Board Members; KUAC Community Advisory Council (CAC)
4	Ongoing	<b>Training Programs Designed to</b>	KUAC, in conjunction with the University of Alaska Fairbanks, provides current	All regular employees of the University are entitled to receive a tuition waiver for free classes as a benefit of employment. If those	Gretchen Gordon, General Manager; Aly Moehle, Business Office Manager; Lori Neufeld,

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		<p><b>Enable Station Personnel to Acquire Skills That Qualify Them for Higher-Level Positions</b></p>	<p>employees with training opportunities free of charge—both internally and at conferences—to gain skills that can make them more qualified for internal promotion and/or management positions either at KUAC or at another station.</p>	<p>classes are deemed beneficial to their current or future capacity, the employee is permitted to attend during business hours. Additionally, KUAC has been able to take advantage of many virtual conferences this year that would otherwise be too costly to attend in person. KUAC has the same comprehensive benefits package as the University of Alaska, including insurance, retirement, paid leave, etc.</p> <p>Training included: APTS Conference Feb 2024, NETA Conference Sept 2024, APRE Conference April 2025, ABA Conference Nov 2024, AFP International Conference April 2025, and AFP LEAD Oct 2024</p>	<p>Director of FM Programming &amp; Production; Carolyn Hall, Director of TV Traffic &amp; Programming; Frank Chythlook and Eric Norwood, Corporate Support Managers; Chris Wadeson, Technical &amp; Engineering Manager; Ashley Holloway, Donor Relations Manager; Mak Demmert, TV Producer; Caleb Souder, TV Traffic Operations/Broadcast Engineer; Emily Elterman, TV Traffic Operations/Broadcast Engineer (TV Traffic Coordinator and Operator?); Spencer Tordoff, Marketing &amp; Communications Manager; Kyle Mellen, Donor Services Coordinator</p>
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