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| Federal Communications Commission Washington, D.C. 20554 <p style="text-align: center;">FCC 396-C</p> | OMB 3060-1033 September 2003 FOR FCC USE ONLY |
| <p>Multi-Channel Video Program Distributor EEO Program Annual Report</p> <p>Read INSTRUCTIONS Before Filling Out Form</p> | FOR COMMISSION USE ONLY FILE NO. B396 - 20190920ABV |

SECTION I IDENTIFYING INFORMATION

A. Name of Operator:
 CONWAY CORPORATION

MSO Name:

B. Employment Unit's Mailing Address
 1307 PRAIRIE STREET
 P. O. BOX 99

| | | |
|----------------|-------------|--------------------|
| City CONWAY | State AR | Zip Code 72034- |
|----------------|-------------|--------------------|

FCC Registration Number:
 0001717743

Emp. Unit ID # 3025

Application Purpose
 New Program Report
 Amendment to Program Report

Supplemental Investigation Sheet (SIS) Attached

C. County and State in which unit's employment office is located
 FAULKNER COUNTY, AR

D. Category of Respondent (check applicable box)

- Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V
- Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached

E. Pay Period Covered by this Report (inclusive dates) 08/22/2019 - 09/04/2019

F. Attachments: (See "Exhibit" buttons, below.)

SECTION II COMMUNITY INFORMATION

| System Communities Comprising Local Employment Unit | | | |
|---|-------------------|------------------|------|
| Ident No. | Name of Community | Location (State) | Type |

Review the list of communities served on the previous year's submission and attach as Exhibit [Exhibit 1]
 A any additions or deletions, using the format noted above. NOTE: APPLICABLE ONLY TO
 CABLE OPERATORS AND NOT TO OTHER MVPD UNITS.

SECTION III EEO POLICY AND PROGRAM REQUIREMENTS

Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation.
 [Exhibit 2]

| | | |
|----|---|---|
| 1. | Have you complied with the outreach provisions of the FCC's MPVD Equal Employment Opportunity Rule, 47 C.F.R. Section 76.75(b), during the twelve month period prior to filing this form? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2. | Do you disseminate widely your EEO Program to job applicants, employees, and those with whom you regularly do business? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 3. | Do you contact organizations, media, educational institutions, and other potential sources of applicants for referrals whenever job vacancies are available in your organization? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 4. | Do you undertake to offer promotions to positions of greater responsibility in a nondiscriminatory manner? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 5. | To the extent possible, do you seek out entrepreneurs in a nondiscriminatory manner and encourage them to conduct business with all parts of your organization? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 6. | Do you analyze the results of your efforts to recruit, hire, promote, and use services in a nondiscriminatory manner and use these results to evaluate and improve your EEO program? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 7. | Do you define the responsibility of each level of management to ensure a positive application and vigorous enforcement of your policy of equal employment opportunity and maintain a procedure to review and control managerial and supervisory performance? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 8. | Do you conduct a continuing program to exclude every form of prejudice or discrimination based upon race, color, religion, national origin, age, or sex from your personnel policies and practices and working conditions? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9. | Do you conduct a continuing review of job structure and employment practices and maintain positive recruitment training, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility? | <input checked="" type="radio"/> Yes <input type="radio"/> No |

SECTION IV ADDITIONAL INFORMATION

You may provide as Exhibit C any additional information that you believe might be useful in evaluating your efforts to comply with the Commission's EEO provisions. There is no requirement to provide additional data or information. [Exhibit 3]

SECTION V CERTIFICATION

This report must be certified as follows:

- A. By the individual owning the reporting system if individually owned;
- B. By a partner, if a partnership; or
- C. By an officer, if a corporation or association.

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

| | |
|---|---------------------------------------|
| Signed <i>Bret A. Carroll</i> | Title CHIEF EXECUTIVE OFFICER |
| Date 9/20/2019 | Name of Respondent BRET A. CARROLL |
| Telephone No. (include area code) 5014506000 | |

WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

FORM FCC 396-C - SUPPLEMENTAL INVESTIGATION SHEET

Part I Employee Job Descriptions

Give brief job descriptions for employees in the job categories specified below. The number specified in the box indicates the number of different job descriptions that are to be submitted for each category. Job descriptions should include the position title and a brief description of the major duties and responsibilities of the individual(s) in the position.

| | | |
|------------------------------|-----|--------------|
| 1. Officials and Managers | [] | [Exhibit 4] |
| 2. Professionals | [] | [Exhibit 5] |
| 3. Technicians | [] | [Exhibit 6] |
| 4. Sales Workers | [] | [Exhibit 7] |
| 5. Office and Clerical | [] | [Exhibit 8] |
| 6. Craft Workers (skilled) | [] | [Exhibit 9] |
| 7. Operatives (semi-skilled) | [] | [Exhibit 10] |
| 8. Laborers (unskilled) | [] | [Exhibit 11] |
| 9. Service Workers | 1 | [Exhibit 12] |

Part II Inquiries Concerning EEO Program and Practices

Submit responses to the inquiries indicated by a "check" Responses should be brief, but must provide sufficient information to describe the employment unit's activity and efforts in the area of inquiry.

1. Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. Section 76.75(b). [Exhibit 13]
2. Describe the employment unit's efforts to disseminate widely its equal employment opportunity program to job applicants, employees, and those with whom it regularly does business. [Exhibit 14]
3. Name the organizations, media, educational institutions, and other recruitment sources used to attract applicants whenever job vacancies become available. [Exhibit 15]
4. Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility. [Exhibit 16]
5. Describe the employment unit's efforts to encourage entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation and provide an analysis of the results of those efforts. [Exhibit 17]
6. Report the findings of the employment unit's analysis of its efforts to recruit, hire and promote in a nondiscriminatory manner and explain any difficulties encountered in implementing its EEO program. [Exhibit 18]
7. Describe the responsibility of each level of the employment unit's management with respect to application and enforcement of its EEO policy and explain the procedure for review and control of managerial and supervisory performance. [Exhibit 19]
8. Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices. [Exhibit 20]
9. Other Inquiries: [Exhibit 21]

Part III EEO Public File Report

Attach a copy of the EEO public file report from the previous year. Cable entities are required to place annually such information as is required by 47 C.F.R. Section 76.1702 in their public files. [Exhibit 22]

| | |
|-------------------|------------------------------|
| EMP UNIT ID: 3025 | MSO NAME: |
| | OPR NAME: CONWAY CORPORATION |

Approved by OMB
3060-1033

Exhibits

Exhibit 12

Description: JOB DESCRIPTION FOR SERVICE WORKER CATEGORY: FACILITIES MAINTENANCE COORDINATOR

Attachment 12

| Description |
|--|
| Service Worker Job Description: Facilities Maintenance Coordinator |

Attachment 16

| Description |
|---|
| SIS Part II, Question 4 |

Attachment 17

| Description |
|---|
| SIS Part II, Question 5 |

Attachment 20

| Description |
|---|
| SIS Part II, Question 8 |

Attachment 22

| Description |
|--|
| SIS Part III, Previous Year EEO Public File Report |

FORM FCC 396-C - SUPPLEMENTAL INVESTIGATION SHEET

Part I Employee Job Descriptions

Give brief job descriptions for employees in the job categories specified below. The number specified in the box indicates the number of different job descriptions that are to be submitted for each category. Job descriptions should include the position title and a brief description of the major duties and responsibilities of the individual(s) in the position.

| | | |
|------------------------------|---|--------------|
| 1. Officials and Managers | □ | [Exhibit 4] |
| 2. Professionals | □ | [Exhibit 5] |
| 3. Technicians | □ | [Exhibit 6] |
| 4. Sales Workers | □ | [Exhibit 7] |
| 5. Office and Clerical | □ | [Exhibit 8] |
| 6. Craft Workers (skilled) | □ | [Exhibit 9] |
| 7. Operatives (semi-skilled) | □ | [Exhibit 10] |
| 8. Laborers (unskilled) | □ | [Exhibit 11] |
| 9. Service Workers | 1 | [Exhibit 12] |

Part II Inquiries Concerning EEO Program and Practices

Submit responses to the inquiries indicated by a "check" Responses should be brief, but must provide sufficient information to describe the employment unit's activity and efforts in the area of inquiry.

1. Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. Section 76.75(b). [Exhibit 13]
2. Describe the employment unit's efforts to disseminate widely its equal employment opportunity program to job applicants, employees, and those with whom it regularly does business. [Exhibit 14]
3. Name the organizations, media, educational institutions, and other recruitment sources used to attract applicants whenever job vacancies become available. [Exhibit 15]
4. Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility. [Exhibit 16]
5. Describe the employment unit's efforts to encourage entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation and provide an analysis of the results of those efforts. [Exhibit 17]
6. Report the findings of the employment unit's analysis of its efforts to recruit, hire and promote in a nondiscriminatory manner and explain any difficulties encountered in implementing its EEO program. [Exhibit 18]
7. Describe the responsibility of each level of the employment unit's management with respect to application and enforcement of its EEO policy and explain the procedure for review and control of managerial and supervisory performance. [Exhibit 19]
8. Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices. [Exhibit 20]
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| EMP UNIT ID: 3025 | MISO NAME: |
| | OPR NAME: CONWAY CORPORATION |

Approved by OMB
3060-1033

Exhibits

Exhibit 12

Description: JOB DESCRIPTION FOR SERVICE WORKER CATEGORY: FACILITIES MAINTENANCE COORDINATOR

Attachment 12

| Description |
|--|
| Service Worker Job Description: Facilities Maintenance Coordinator |

Attachment 16

| Description |
|---|
| SIS Part II, Question 4 |

Attachment 17

| Description |
|---|
| SIS Part II, Question 5 |

Attachment 20

| Description |
|---|
| SIS Part II, Question 8 |

Attachment 22

| Description |
|--|
| SIS Part III, Previous Year EEO Public File Report |

FCC Form 396-C
Supplemental Investigation Sheet
October 1, 2018– September 30, 2019
Conway Corporation

Part I Employee Job Descriptions

Per the FCC, Conway Corporation is required to provide one job description for “Service Workers” category and answer questions 4, 5 and 8 of the Supplemental Investigation Sheet only. Job descriptions should include the position title and a brief description of the major duties and responsibilities of the individual(s) in the position

Facilities Maintenance Coordinator Job Description

GENERAL DESCRIPTION OF POSITION

Assist in the day-to-day operation and maintenance of Conway Corporation facilities, and assist with utility operations within the community during unexpected or emergency scenarios.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate and complete the maintenance of all Conway Corporation facilities, including buildings, grounds, and all property. This duty is performed daily.
2. Identify facility maintenance issues by performing routine scheduled inspections of properties. This duty is performed weekly.
3. Maintain documentation of inspections, work orders, repairs, warranties, and testing. This duty is performed monthly.
4. Coordinate contractors performing work on buildings, including janitorial, general construction, landscape, electrical, HVAC, etc. This duty is performed weekly.
5. Install and maintain security measures, including fences, gates, Closed Circuit TV (CCTV) Systems, Alarm systems, Electronic Access Control systems. This duty is performed irregularly.
6. Facilitate access to Conway Corporation facilities such as towers and tanks as necessary. This duty is performed weekly.
7. Respond to and assist with emergencies, outages, or other events as assigned.
8. Serve as a member on the Faulkner County Local Emergency Planning Committee (LEPC).
9. Serve as a member of the Conway Corporation Community Emergency Response Team (CERT).
10. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 to 11 months related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver's License and a driving record acceptable to the company's insurance carrier.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY**FREEDOM TO ACT**

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, risk of electrical shock; and occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, vibration. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; an. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Must live within a 12-mile radius of the intersection of Harkrider and Oak Streets in Conway.

Must be able to work non-scheduled hours when needed, and be subject to call-out in case of emergency.

Must maintain a personal telephone for call-out purposes, and carry Corporation-provided cell phone.

Part II – Inquiries Concerning EEO Programs and Practices

4. Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility.

- a. Conway Corporation's Personnel Policy and Procedures policies on Equal Employment Opportunity, Business Ethics and Conduct and Anti-Harassment and Discrimination Policies mandate that all employees and managers conduct business in a legal, ethical and non-discriminatory manner.

Conway Corporation's Equal Employment Opportunity Policy states:

101 Equal Employment Opportunity

Effective Date: 1/1/2008

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Conway Corporation will be based on merit, qualifications, and abilities. Conway Corporation does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin or ancestry, age, gender, including pregnancy, childbirth or related medical condition, disability or any other protected classification which may be applicable under Federal law or Arkansas law.

This commitment includes:

- *Hiring, placement, promotion, transfer, disciplinary actions, demotion, layoffs, returns from lay-off and terminations.*
- *Recruitment, advertising or solicitation for employment.*
- *Rates of pay or other forms of compensation or employee benefit programs. Social and recreational programs.*
- *Education and training activities.*

Conway Corporation will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including

termination of employment. Any person found to have made a false report of unlawful discrimination will also be subject to disciplinary action, up to and including termination of employment.

- b. Conway Corporation has a long-standing practice of providing professional development opportunities for its employees, on a non-discriminatory basis.

In 2013, the Professional Training and Development Policy below was adopted, to formalize the practice we have followed for many years.

The policy is shared with each employee upon hire, and is available 24/7 via Intranet access. However, training and development offerings are discussed on a frequent basis, as either need or opportunity arises.

Opportunities for Career Development planning are discussed with each employee, on at least an annual basis, and goals are set for accomplishing additional professional training and development to prepare employees for future promotion opportunities.

380 Professional Training and Development Policy

Effective Date: 9/17/2013

I. OBJECTIVE

Conway Corporation is fully committed to ensuring that all employees have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to improve potential for future opportunities. We recognize that the training and development of employees is fundamental to the improvement of our operational performance and the achievement of our strategy and goals.

Conway Corporation strives to make training and development an integral part of our operations and to follow a continuous process of appraisal, training and development.

Scope

This policy applies to all employees of Conway Corporation, irrespective of their job title, function, or location.

In accordance with Conway Corporation's Equal Employment Opportunity Policy, all employees are treated equally in the provision of training and development opportunities and are provided with equal access to training and development opportunities relevant to their needs.

Responsibilities

Department managers are responsible for:

- identifying and considering training and development as an integral part of the business planning process*
- ensuring that the training and development needs of all staff are assessed and provided for in accordance with this policy*

- *identifying appropriate and cost effective training and development solutions*
- *evaluating the efficiency and effectiveness of training and development*
- *monitoring the efficiency and effectiveness of this policy*

All employees are responsible for:

- *identifying their own training and development needs and bringing these to the attention of their manager*
- *undertaking training and development activities which will enable them to perform their work efficiently and effectively managing their own learning and professional updating.*

Conway Corporation recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields. Please note that this policy is subject to annual company budget established for training and memberships.

II. POLICY

In support of this program, we offer a training and professional development benefit to full-time employees who have been employed by the company for six months. The benefit can be used for costs associated with:

- *Professional exams and exam preparation courses*
- *Certificate programs and credentials*
- *Courses offered by an accredited institutions, including e-learning*
- *Courses offered by industry-specific providers (i.e. Missouri Public Utility Alliance, National Cable Television Institute) (Now utilizing SCTE)*
- *Workshops, seminars and conferences*
- *Membership in professional organizations*
- *Magazine subscriptions*

Employees may be permitted to attend off-site seminars, conferences or workshops that will be paid for by the company. The training event to be attended must have a direct relationship to the job the employee performs.

Employees may be permitted to join professional associations, membership fees for which will be paid for by the company. The association selected must have a direct relationship to the job the employee performs.

Conway Corporation reserves the right to determine which training and development functions and association memberships are in the best interests of the company, its future planning and direction. The employee's department manager will review all requests for external training and memberships, determine priorities, and approve or disapprove requests based on relevance and the company's annual budget established for these programs.

After concluding training, the employee must submit a certificate of completion or similar document to the Human Resources Department to be filed in the employee's personnel file.

III. ADDITIONAL INFORMATION

Travel expenses may be permitted if the training is not available locally. See 512 Business Travel Expenses policy for approval and reimbursement procedure.

- c. Conway Corporation provides many advanced training opportunities. For one specific example, Conway Corp pays for employee participation in SCTE training courses for its technician employees. These training courses are available on a nondiscriminatory basis. Upon successful completion of each course, employees receive a promotion and increase in pay.
 - d. Conway Corporation and Central Baptist College have an agreement in which all Conway Corporation employees receive a 25% discount on tuition in CBC's non-traditional student degree program. This benefit is available to all employees on a nondiscriminatory basis.
 - e. Conway Corporation provides managers with additional training opportunities in non-discriminatory hiring and promotion practices, through both internal training classes and external training. Examples of training provided during this last year include:
 - Central Arkansas Human Resources Association Managers Conference
 - Cross, Gunter, Witherspoon and Galchus (law firm) Managers Conference
 - In-house training
- 5. Describe the employment unit's efforts to encourage entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation and provide an analysis of the results of those efforts.**
- a. Conway Corporation's Personnel Policy and Procedures policies on Equal Employment Opportunity, Business Ethics and Conduct and Anti-Harassment and Discrimination Policies mandate that all employees and managers conduct business in a legal, ethical and non-discriminatory manner; and requires our vendors and business partners to do the same.

Conway Corporation requires vendors and entrepreneurs to conduct business with all parts of its operation(s) in a non-discriminatory manner. Conway Corporation requires all vendors and contractors to complete a Request for Qualifications. Evaluation Criteria contained within this request includes:

- Statement regarding Minority Business Enterprises and Woman Business Enterprises participation
 - Evaluating compliance with required FCC rules.
 - Knowledge and familiarity with federal, state and local regulatory agencies and environmental issues.
- b. Conway Corporation encourages entrepreneurs in its community to conduct business in a nondiscriminatory manner with all parts of its operation by supporting minority entrepreneurs and business enterprises.

For example, for several years, most recently in December 2018, Conway Corporation has sponsored Conway Area Chamber of Commerce Women in Business Banquet. We also invited and hosted Sue Kelly, President and CEO of American Public Power Association, to be the key note speaker for this community-wide event for local businesses and entrepreneurs.

On Tuesday, December 4, 2018, Conway Corporation also hosted a breakfast meeting with Sue Kelly, and invited a group of local women business leaders to attend. That group became known as Conway Women in Leadership, has continued to meet every other month as a result of that first invitation to meet with Sue Kelly.

- c. Conway Corporation has established relationships with a variety of organizations that enable its employees to network with entrepreneurs, and discuss both existing opportunities to do business with them and any ideas for the development of new business. Examples include opportunities for employees to attend:
- Conway Area Chamber of Commerce
 - Arkansas State Chamber of Commerce
 - Conway Business Expo
 - Community Development Institute
 - Facebook Career Connections Business Summit
 - Chamber Women in Business
 - NCTC National Conference – The Independent Show
 - Mid-America Cable Show
 - SCTE Expo
 - UTC Telecom & Technology Conference
 - Arkansas and national SHRM Conference
- d. On October 1, 2018, Conway Corporation CEO Bret Carroll met with Consulado De Mexico En Little Rock, Protection and Legal Affairs representatives. The purpose of the meeting was to discuss and establish avenues for members of the Hispanic community to more easily do business with Conway Corporation.

8. Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices.

- a. Conway Corporation Human Resources Director continually reviews its job structure and employment practices to ensure that they afford equal employment opportunities, and prevent actual or apparent discrimination. The HR Director coordinates the process of developing or modifying every written job description to confirm that they do not contain any experience or educational requirements that unduly discriminate against any individual.
- b. Human Resources consults with hiring managers and conducts analyses of hires, terminations and promotions to ensure that no pattern of discrimination is occurring.
- c. Exit interviews are conducted for all voluntary terminations to determine the cause of termination. Any concerns stated in the exit interview that require examination are addressed with the HR Department and management to determine whether there are actual or apparent concerns about practices that require revision or improvement.
- d. Conway Corporation engages a third party, McLean & Company, to conduct an annual, anonymous employee engagement survey. In 2019, 96% of all employees participated. Employees are given the opportunity to give feedback on specific questions, and also given an opportunity to express any concerns they have on any topic. This anonymous feedback is reviewed by HR and the leadership team to determine if there are any actual or apparent concerns about practices that require revision or improvement.
- e. Conway Corporation utilizes DBCompensation software system as an internal compensation management tool to ensure we follow consistent guidelines in making compensation decisions. This also ensures pay program is fair, competitive and legally defensible across the organization. DBCompensation is used in job analysis, developing job descriptions and compensation structure. Pay decisions, including those resulting from internal promotions, are non-discriminatory, and based on the structure established in DBCompensation system.

**Annual Cable EEO Public File Report
For
Conway Corporation Cable
Conway, Arkansas**

Covering the Period from 10/1/2018 – 9/30/2019

This EEO Public File Report is filed pursuant to Federal Communication Commission's (FCC) equal employment opportunity (EEO) rules for cable television operators. The FCC's Rule requires that this report contain the following information:

1. A list of all full-time vacancies filled by the cable employment unit during the preceding year, identified by job title.
2. For each such vacancy, the recruitment sources(s) used to fill the specific vacancy, together with the address, contact person, and telephone number of each source (and including organizations entitled to notification of vacancies).
3. The recruitment source that referred the hiree for each full-time vacancy during the preceding year.
4. Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies.
5. A list and brief description of "recruitment initiatives" implemented during the preceding year, if applicable.

The tables which follow have been designed, in the aggregate, to provide the required information.

Conway Corporation maintains EEO Public File Reports for public inspection for five years.

**CONWAY CORPORATION CABLE
EEO PUBLIC FILE REPORT
October 1, 2018– September 30, 2019**

I. VACANCY LIST

See **Master Recruitment Source List (MRSL)** for recruitment source data

| Job Title | Recruitment Sources (RS) Used to Fill Vacancy | RS Referring Hiree |
|-------------------------------|--|---------------------------|
| Cable TV Installer Trainee | 1-37 | 20 |
| Cable TV Field Worker | 1-37 | 30 |
| Cashier | 1-37 | 31 |
| Utility Worker Apprentice | 1-37 | 30 |
| Damage Prevention Technician | 1-37 | 30 |
| Safety Coordinator | 1-37 | 18 |
| System Analyst I | 1-37 | 30,31 |
| Broadband Voice Services Tech | 1-37 | 18 |
| Utility Worker Apprentice | 1-37 | 30 |
| Power Supply Analyst | 1-37 | 30 |
| Customer Care Specialist | 1-37 | 18,25,30 |
| Human Resources Specialist | 1-37 | 30 |
| Production Coordinator | 1-37 | 18 |
| Customer Service Specialist | 1-37 | 18 |

II. MASTER RECRUITMENT SOURCE LIST (MRS�)

| RS Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS over 12-month period |
|--------------|---|--|---|
| 1 | University of Central Arkansas Contact Person: Pam Hapner Career Services Department 201 Donaghey Avenue Bernard 314 Conway, AR 72035 501-450-3134 | Y | 0 |
| 2 | Hendrix College Contact Person: Jamie Fotioo Associate Director of Career Services 1600 Washington Avenue Conway, AR 72032 501-450-1416 | N | 0 |
| 3 | Central Baptist College Contact Person: Kerry Norris Director of Student Services 1501 College Avenue Conway, AR 72034 501-205-8837 | Y | 0 |
| 4 | UACCM Conway - Adult Education Center Contact Person: Regina Kimbrough 125 S. Center Street Conway, AR 72034 501-450-4810 | Y | 2 |
| 5 | Arkansas Department of Workforce Services Contact Person: Diana Kirkdoffer/Larry Woodle Employer Services Interviewer P. O. Box 189 Conway, AR 72033 501-730-9878 | Y | 2 |

| RS Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS over 12-month period |
|-----------|---|---|---|
| 6 | Department of Human Services Transitional Employment Assistance Contact Person: Leah Hutto 1000 E. Siebenmorgan Road Conway, AR 72032 501-730-9954 | Y | 0 |
| 7 | UACCM Conway-WAGE Training Center Contact Person: Kathryn Rasure UACCM Conway- Adult Education Center 1537 University Blvd Morrilton, AR 72110 501-450-4810 | Y | 0 |
| 8 | U of A Community College In Morrilton Contact Person: Derek Moore Director of Academic Advising and Career Services 1537 University Blvd. Morrilton, AR 72110 501-977-2084 | Y | 0 |
| 9 | Pulaski Technical College Contact Person: Dianne Butler Counseling and Career Services 3000 West Scenic Drive North Little Rock, AR 72118 501-771-1000 | N | 0 |
| 10 | Arkansas Rehabilitation Services Contact Person: Yvonne Rowland Business Relations Representative 1150 N. Museum Road, #1 Conway, AR 72032 501-852-1002 | Y | 0 |

| RS Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS over 12-month period |
|-----------|--|---|---|
| 11 | The Salvation Army Captain Patrishia Knott P.O. Box 1176 Conway, AR 72033 501-329-1712 | Y | 0 |
| 12 | Globetrotter Enterprises Jesse M. Grayson Placement Officer 2555 Remington Road Conway, AR 72032 501-336-8820 | Y | 0 |
| 13 | Central Arkansas Planning and Development District One Stop Manager in Conway Bobby Strobel, Jr. 1500 Museum Road, Suite #109 Conway, AR 72032 501-730-3266 | Y | 0 |
| 14 | Little Rock Job Corps Tim Golman Career Technical Training Instructor 6900 Scott Hamilton Road Little Rock, AR 72209 501-618-2598 | Y | 0 |
| 15 | Goodwill Industries of Arkansas Jennifer Francomano Central Regional Manager, Career Service Manager 7400 Scott Hamilton Little Rock, AR 72209 501-372-5100 | Y | 0 |

| RS Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS over 12-month period |
|-----------|---|---|---|
| 16 | Protech Solutions, Inc. Debra Jackson 303 W. Capitol, Suite 330 Little Rock, Arkansas 72201 877-226-7000 | Y | 0 |
| 17 | Arkansas Tech University Amanda Johnson Director, Norman Career Services Doc Bryan, Suite 229, 1605 Coliseum Drive Russellville, AR 72801 479-968-0278 | N | 0 |
| 18 | Internal Conway Corporation Job Posting Contact Person: Lisa Douglas 501-450-6015 | N | 18 |
| 19 | Conway Corporation Intranet Contact Person: Ben Spangler 501-450-6000 | N | 5 |
| 20 | Conway Corporation Website (www.conwaycorp.com) Contact Person: Lisa Douglas 501-450-6015 | N | 36 |
| 21 | Log Cabin Democrat Contact Person: Crystal Geraldson Display Ads P. O. Box 969 Conway, AR 72033 501-505-1273 ext 273 | N | 2 |
| 22 | Arkansas Democrat-Gazette Contact Person: Cassandra Green P. O. Box 2221 Little Rock, AR 72203-2221 501-378-3844 | N | 1 |

| RS Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS over 12-month period |
|-----------|---|---|---|
| 23 | Conway Cable TV Channel 5 Classified Ads Contact Person: Beth Jimmerson Mgr, Marketing P. O. Box 99 Conway, AR 72033 501-450-6025 | N | 0 |
| 24 | Conway Area Chamber of Commerce Job Bank Website Contact Person: Brad Lacy 900 Oak Street Conway, AR 72032 501-327-7788 | N | 0 |
| 25 | Facebook - Social Media Posting of Job Vacancy on Conway Corporation Pages Contact Person: Crystal Kemp Mgr, Marketing and Public Relations P. O. Box 99 Conway, AR 72033 501-450-6013 | N | 6 |
| 26 | Twitter - Social Media Posting of Job Vacancy on Conway Corporation Pages Contact Person: Crystal Kemp Mgr, Marketing and Public Relations P. O. Box 99 Conway, AR 72033 501-450-6013 | N | 0 |
| 27 | Linked In - Social Media Posting of Job Vacancy on Conway Corporation Pages Contact Person: Crystal Kemp Mgr, Marketing and Public Relations P. O. Box 99 Conway, AR 72033 501-450-6013 | N | 6 |
| 28 | University of Arkansas – Handshake Portal | N | 0 |
| 29 | University of Arkansas Pine Bluff – Handshake Portal | N | 0 |

| RS Number | RS Information | Source Entitled to Vacancy Notification? (Yes/No) | No. of Interviewees Referred by RS over 12-month period |
|--|--|---|---|
| 30 | Employee Referrals | N | 35 |
| 31 | Non-Employee Referrals | N | 7 |
| 32 | Walk-in Applicants | N | 0 |
| 33 | www.jobsarkansas.com | N | 1 |
| 34 | www.yahooohotjobs.com (Service provided by Log Cabin Democrat) | N | 0 |
| 35 | www.monster.com | N | 0 |
| 36 | www.indeed.com | N | 4 |
| 37 | Unknown source ¹ | N | 3 |
| TOTAL INTERVIEWS OVER 12-MONTH PERIOD | | | 128 |

¹This category represents interviewees who declined to identify the referral source upon inquiry.

Conway Corporation

RECRUITMENT INITIATIVES FORM

October/01/2018 – September/30/2019

| TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION) | DATE | BRIEF DESCRIPTION OF ACTIVITY & SCOPE OF CABLE OPERATOR'S PARTICIPATION | RECRUITING (AND MANAGEMENT STAFF) IN ATTENDANCE | CO-SPONSORS (IF APPLICABLE) |
|--|-------------------|---|--|-----------------------------|
| <p>1</p> <p>Participation in at least two events sponsored by organizations representing groups present in the community interested in multichannel video programming distributor employment issues, including conventions, career days, workshops, and similar activities. (iv)</p> | <p>10/17/2018</p> | <p>Conway Corporation sponsored Conway Area Chamber of Commerce Business Expo in Conway, Arkansas</p> | <p>Crystal Kemp, Mgr., Marketing & PR; Beth McCullough, Mkt. Coordinator; Jeff Matthews, PR Coordinator; Ben Spangler, Admin, Bus Systems & End User Support; Bart Joyner, Manager, Property and Procurement</p> | <p>Co-Sponsor</p> |
| | <p>12/4/2018</p> | <p>Conway Corporation sponsored Conway Area Chamber of Commerce Women in Business Recognition Lunch in Conway, Arkansas</p> | <p>Bret Carroll, Chief Executive Officer; Crystal Kemp, Chief Marketing Officer; LaTisha Sanders Jones, Power Supply Analyst; Beth Jimmerson, Marketing Coordinator; Eleise Myers, Commercial Sales Account Executive; Lisa Douglas, Human Resources Director; Bill Bethea, Assistant to CEO; Jaylene Sexton, Mgr., Customer Service; Nancy Avra, Executive Assistant; Linda Johnson, Mgr., Ad Sales and Local Programming; Edie Turner,</p> | <p>Co-Sponsor</p> |

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|---|---|-------------------|--|--|--|--|
| | | | | | Mgr., Billing Services; Monica Reap, Internal Auditor; Gail Manion, Controller; | |
| | | 2018 - 2019 | Conway Corporation served on steering committee of Conway Area Youth Leadership Institute (high school juniors and seniors). | | Crystal Kemp, Mgr., Marketing & PR; Jeff Matthews, Public Relations Coordinator | |
| | | 2018 - 2019 | Conway Corporation representative participated Arkansas Women in Power | | Beth Jimmerson, Marketing Coordinator | |
| | | 2019 | Conway Corporation representative participated as board member of Opportunities Matter Arkansas, | | Beth Jimmerson, Marketing Coordinator | |
| 2 | Establishment of an internship program designed to assist members of the community in acquiring skills needed for multichannel video programming distributor employment; (v) | 5/20 – 8/7 | Provided summer internship employment in Marketing to Facebook Career Connections match | | Crystal Kemp, Chief Marketing Officer; Beth Jimmerson, Marketing Coordinator; Lisa Douglas, Human Resources Director | |
| | | 9/15/19 – 9/30/19 | Provided fall internship employment in Engineering | | Greg Dell, Manager, Engineering & Planning; Dale Gottisponer, Electric Systems Senior Engineer, Lisa Douglas, Human Resources Director | |
| | | 9/19/19 | Provided student job shadowing to a high school student in engineering | | Brett McDaniel, Manager, Engineering and Planning; Ronson Smith, Electric Systems Engineer | |

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|---|--|-------------------|---|--|---------|
| | | 9/15/19 – 9/30/19 | Provided fall internship employment in Engineering | Greg Dell, Manager, Engineering & Planning; Dale Gottsponer, Electric Systems Senior Engineer, Lisa Douglas, Human Resources Director | Sponsor |
| 3 | Participate in scholarship programs designed to assist students interested in pursuing a career in multichannel video programming communications (vii) | Ongoing | Conway Corporation's board of directors established permanent scholarship endowments at the University of Central Arkansas, Hendrix College and Central Baptist College. The endowments will continue a long tradition of supporting higher education in Conway | Bret Carroll, CEO | Sponsor |
| | | 10/25/2018 | Conway Corporation funded an endowed WISH (Women in Support of Hope) scholarship at Central Baptist College | Bret Carroll, CEO | Sponsor |
| 4 | Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions (viii) | 10/1/18 – 9/30/19 | All cable television installers and technicians are provided training through Society of Cable Telecommunication Engineers. Successful completion of training provides personnel with skills and knowledge needed to qualify them for higher level positions | Jody Smith, Mgr., Cable Telecommunication System (coordinating supervisor); Cody Rowlett, Corey Free, Andrew Nelson, Wesley Manion, Aaron Reynolds, Jake Stewart, Aaron Julian, Blake Jones, Sean Maxfield (training participants) | |
| | | 10/1/18 – 9/30/19 | Cable television personnel attend training meetings at local chapter meetings of Society of Cable Telecommunications Engineers. Training provides personnel with skills and knowledge needed to qualify them for higher level positions | Bob Fason, Shawn Fason, Jeff Meriweather, Jeff Meredith, Doug Huckabay, Robert McCray, Brent Brown, Tommy Nolen, Jason Schaal, Brian Robinson, Tony Lemke, Brent Garren, Jason Kimbrow, Jonathon Booth, Jason Fleming, Jacob Stewart, John Davis, Andrew Nelson, Aaron Reynolds, Aaron Julian, Wesley Manion, Corey Free, Sean | |

| | | | | | |
|--|--|--------------------|--|---|--|
| | | | | Maxfield, Ben Lawrence, Cody Rowlett, James Buggs, Justin Moore, Will Evans, Blake Jones, John Spotts, Alex Bethea, Jody Smith, Cable TV Department | |
| | | 10/01/18 – 9/30/19 | Conway Corporation partnered with Central Baptist College to provide employees with discounted tuition for courses offered through the college's PACE (Professional Adult College Education) Department. | Bret Carroll, Chief Executive Officer; Lisa Douglas, Human Resources Director | |
| | | 11/4/18 – 11/7/18 | APPA Customer Connections Conference | Crystal Kemp, Chief Marketing Officer; Jaylene Sexton, Mgr., Customer Service; Lesia White, Call Center Supervisor | |
| | | Ongoing | Customer Service Training | Jaylene Sexton, Mgr., Customer Service; Crystal Kemp, Manager, Marketing and PR; Lesia White, Call Center Supervisor; all Customer Service, Call Center and Cable TV Installers | |
| | | October 2018 | Excel – University of Central Arkansas | Yolonda Harris, Administrative Assistant – Human Resources | |
| | | 10/22-10/25/18 | Society for Cable Television Engineers – ISBE Cable Tec Expo – 2018 | Clint Cook, Headend Engineer; Roy Grubb, Manager, Network Engineering & Operations | |
| | | 11/4/18 – 11/7/18 | KronosWorks - Software Users Conference | Lisa Douglas, Human Resources Director; Yolonda Harris, Human Resources Administrative Assistant; Cassie Francisco, Accountant | |

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| | 10/18 – 06/19 | Conway Corporation Representatives participated in the Conway Area Leadership Institute | Brett McDaniel, Manager, Engineering & Planning; Beth Jimmerson, Marketing Coordinator; Shawn Fason, Monitoring & Security Systems Administrator | |
| | 4/19 | National Cable Television Cooperation Marketing Confab | Crystal Kemp, Chief Marketing Officer | |
| | July, 2019 | Conway Corporation hosted state-wide training for cable and broadband technicians. Sponsored by Society for Cable Television Engineers – Razorback Chapter, technicians from Conway Corp, Fidelity and Ritter Communications came together to sharpen their skills and learn from each other. | Tommy Nolen, CATV Training/Special Projects Coordinator; Brent Garren, Broadband Specialist; Justin Kimbrow, System Technician; Justin Moore, Business Premises Specialist; Brent Brown, Senior Service Technician; John Spotts, Installer; James Buggs, Business Premises Specialist; Jonathan Booth, System Technician; Ben Lawrence, Senior Construction Technician; | |
| | 07/28/19 – 07/31/19 | National Cable Television Coop – The Independent Show, Chicago, IL | Bret Carroll, CEO; Crystal Kemp, Chief Marketing Officer; Jason Hansen, Chief Technology Officer; Bill Bethea, Assistant to CEO; Lisa Douglas, Human Resources Director | |
| | 9/25/19 – 9/27/19 | Mid-America Cable Show, Kansas City, Kansas | Bret Carroll, CEO; Crystal Kemp, Chief Marketing Officer; Beth Jimmerson, Marketing Coordinator; Jaylene Sexton, Manager, Customer Service; Lesia White, Call Center Supervisor; Tommy Nolen, CATV Training/Special Projects Coordinator | |
| | 7/23/19 – 7/25/19 | Community Development Institute - Participation in Year Two course at University of Central Arkansas | Jeff Matthews, Public Relations Coordinator | |

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|---|---|------------------------|--|--|--|
| | | 7/10/19 | Arkansas Compensation Association - Annual Benefits and Compensation Survey Workshop | DeAnna Smith, Human Resources Technician; Lisa Douglas, Human Resources Director | |
| | | 10/22/18 – 10/25/18 | Society for Cable Television Engineers Expo | Clint Cook, Headend Engineer; Roy Grubb, Manager, Network Engineering & Operations | |
| 5 | Participation in at least two events or programs sponsored by educational institutions relating to career opportunities in multichannel video programming communications. (x) | 9/2018 – 05/2019 | Conway Corporation representatives participated in School Reading Day at Conway Public Schools elementary school classes, Conway, Arkansas | Jeff Matthews, Public Relations Coordinator; Bret Carroll, Chief Executive Officer | |
| | | 2018 – 2019 | Conway Corporation representative served on University of Central Arkansas College of Business Advisory Board | Bret Carroll, Chief Executive Officer | |
| | | 2019 | Conway Corporation representatives presented demonstrations to students in St. Joseph School Career Day | Jeff Matthews, Public Relations Coordinator; Donnie Lock, Senior Substation Repairman/Lineman | |

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|--|--|----------|---|---|---------|
| | | 02/2019 | <p>Conway Corporation representatives presented demonstrations to students in Ruth Doyle Middle School Science, Technology, Engineering and Math (STEM) night</p> | <p>Crystal Kemp, Chief Marketing Officer; Lee Tedford, Manager, Water Systems; Brandon Land, Senior Systems Analyst, Andrew Goodwin, Mobile Solutions Architect, Brent Brown, Senior System Technician; Jeff Mathews, Public Relations Coordinator; Margaret Smith, Marketing Administrative Assistant; Beth Jimmerson, Marketing Coordinator; Jim Moore, Manager, Electric Distribution System; Si Anthony, Apprentice Lineman; Nathan Ball, Journeyman Lineman; Ben Spangler, Administrator, Business Systems & End User Support; Tommy Nolen, CATV Training/Special Projects Coordinator</p> | |
| | | May 2019 | <p>Conway Corporation representative served as host of Conway High School Wampus Cat All-Sports Recognition Banquet</p> | <p>Jeff Mathews, Public Relations Coordinator; Crystal Kemp, Chief Marketing Officer</p> | Sponsor |
| | | 8/6/2019 | <p>Conway Corporation participated, as a sponsor and exhibitor, in 15th annual Conway Area of Commerce Teacher Breakfast and Education Fair</p> | <p>Jeff Mathews, Public Relations Coordinator; Beth Jimmerson, Marketing Coordinator</p> | Sponsor |
| | | 8/8/2019 | <p>Conway Corporation sponsored Off the Clock: UCA Purple Passion, a Chamber of Commerce event to kick off the 2019 Football Season at University of Central Arkansas</p> | <p>Jeff Mathews, Public Relations Coordinator; Beth Jimmerson, Marketing Coordinator; Crystal Kemp, Chief Marketing Officer</p> | Sponsor |

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|---|--|-------------------------|---|---|------------|
| | | 9/8/19 | Conway Corporation hosted a Tailgate Party for University of Central Arkansas home football game | Jeff Matthews, Public Relations Coordinator; Beth Jimmerson, Marketing Coordinator; Crystal Kemp, Chief Marketing Officer | Sponsor |
| 6 | Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination (xiv) | 10/1/18-9/30/19 (Qtrly) | Quarterly Training: Harassment, Sex, Religion and Beyond. Small groups of up to 18 employees, including managers, are trained in preventing discrimination, led by Human Resources Director | Lisa Douglas, Human Resources Director | |
| | | 4/3/2019-4/5/2019 | Arkansas Society for Human Resource Management Conference | DeAnna Smith, Sr. Human Resources Technician; Lisa Douglas, Human Resources Director | |
| | | 5/22/2019 | Basic Supervisor Training Seminar, by law firm Cross, Gunter, Witherspoon and Galchus | Jeff Matthews, Public Relations Coordinator | |
| | | 5/3/2019 | 2019 Leadercast – Chamber Event sponsored by Conway Corporation | Jeff Matthews, Public Relations Coordinator; Tony VanPelt, Safety Director; Beth Jimmerson, Marketing Coordinator | Co-Sponsor |
| | | 6/7/2019-6/12/2019 | 2019 APPA National Conference | Bret Carroll, Chief Executive Officer; Michael Chapman, Director, Power Supply/Major Accounts | |
| | | 6/20/2019 | 2019 Managers & Supervisors Conference by Central Arkansas Human Resources Association | Tommy Nolen, Training and Special Projects Coordinator; Brent Fason, Safety Coordinator; Shawn Fason, Monitoring & Security Systems Administrator; Dale Gottsponer, Electric System Senior Engineer; Jeff Crownover, CATV Systems Designer; Mark Ferguson, Water Systems Engineer; Chris Boudreaux, Operations System Coordinator; Yolonda Harris, Human Resources Administrative | |

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|---|---|--------------------|---|---|----------|
| | | | | Assistant; DeAnna Smith, Human Resources Specialist; Jaylene Sexton, Customer Service Manager; Lesia White, Call Center Supervisor; Jeff Matthews, Public Relations Coordinator; Frank Fason, Senior Foreman; Lee Tedford, Manager, Water Systems; Beth Jimmerson, Marketing Coordinator. | |
| | | 7/10/19 | Arkansas Compensation Association - Annual Benefits and Compensation Survey Workshop | Lisa Douglas, Human Resources Director; DeAnna Smith, Human Resources Specialist | |
| | | 8/29/2019 | Basic Supervisor Training Seminar, by law firm Cross, Gunter, Witherspoon and Galchus | Beth Jimmerson, Marketing | |
| 7 | Participate in other activities designed by the employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in multichannel video programming to job candidates who might otherwise be unaware of such opportunities. (xvi) | 5/3/2019 | Chamber Event sponsored by Conway Corporation – Toad Suck Daze Community Festival | Crystal Kemp, Chief Marketing Officer; Jeff Matthews, Public Relations Coordinator; Lee Tedford, Manager, Water Systems; Cory Garrett, Utility Worker; Brett McDaniel, Manager, Engineering & Planning; Jim Moore, Manager, Electric Distribution System; Si Anthony, Apprentice Lineman; Donnie Lock, Senior Lineman; Gordon Valentine, Underground Service Technician; Blake Henderson, Groundman; Cling Jones, Journeyman Lineman; Kyle Troxler, Groundman; Tylor McPherson, Groundman; Kaleb Barkley, Meterman. | 5/3/2019 |
| | | April – June, 2019 | Conway Corporation representative hosted Braves Field night (baseball program for children with disabilities) | Jeff Matthews, Public Relations Coordinator; Electric Department personnel | |

Federal Communications Commission

FCC MB - CDBS Electronic Filing

Account number: 335421

**Description: MULIT-CHANNEL VIDEO PROGRAM DISTRIBUTOR EEO
PROGRAM ANNUAL REPORT**

Application Reference Number: 20190920ABV

Successfully filed at Sep 20 2019 8:11PM

Based on the information supplied, no fee is required.

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