

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 110

MM DOCKET NO. 93-75

Inter-Office Memo

TO: All Station Managers
FROM: Jane Duff *JD*
DATE: May 13, 1991
RE: The Annual EEO Report for 1991

When Finished, Route to:

<input type="checkbox"/>	_____

Attached is the FCC 395-B form in its final form which has been compared with personnel records for accuracy. We are doing our best to file a letter perfect application. If you do not agree with any part of the report, please notify us immediately.

The reports will be forwarded to Colby from my office no later than Wednesday, May 15th. If we do not hear from you on the 14th, we will assume the report is accurate.

If the report is accurate, keep this copy in your public file until you receive a copy from Colby with a cover letter indicating that it was filed at the FCC.

JD:sd

55056

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 111

MM DOCKET NO. 93-75



**NATIONAL
MINORITY
TELEVISION
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

May 21, 1991

Mr. Jim McClellan
Station Manager
KNMT-TV Channel 24
432 Northeast 74th Street
Portland, OR 97213

Re: Inspection of Public File - Rule 73.3527(2)f

Dear Jim:

Most stations recently received a visit to their public file. This is an exercise to keep us on our toes at all times. The majority of stations passed the test with flying colors, however, a few of you could use a little refresher course, thus, the reason for this memo.

Always be cooperative and cordial. Provide a place with a desk or table for the individual inspecting the public file to review the material in the presence of an employee who has been trained in the this procedure. The employee should retrieve a blank "Request to Inspect Public File Form" from the public file and ask the individual to fill it out completely. Once these request forms are filled out, they should be kept in the Station Manager's office for future reference.

Should a request be made for copies from the public file, ask the individual to complete the duplication request form, which also should be located in the public file. Since the public file is not to be left unattended, if another person is not available to make copies, the copy machine is not working, or any other reason which would not make it possible to copy the documents immediately, make the individual aware of your situation, assuring he or she that you will make the copies available as quickly as possible.

The cost of copying is 10¢ per page. If twenty-five or more pages are requested, the cost is determined by the hourly wage of the person making the copies. The documents should be received by the individual within seven days of the request. The individual making the request also pays for the postage to expedite delivery. We may bill or C.O.D., as per the individual's request. Make certain you receive and file a receipt for any documents that are mailed.

55040

Federal Communications Commission

Docket No. 97-75 Exhibit No. CGC-111

Presented by John

Disposition: Identified DEC 3-1993
Received DEC 3-1993
Rejected

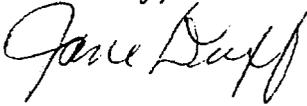
Reporter A. W. [Signature]

Date DEC 3-1993

Mr. Jim McClellan
Station Manager
KNMT-TV Channel 24
Inspection of Public File - Rule 73.3527(2)f
May 21, 1991
Page 2

Be pleasant at all times. Make sure you follow through with all requests for copies of documents. However, we are not obligated to fulfill phone requests.

Sincerely,



JANE DUFF
Director

JD:sd

Enclosures

55048

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 112

MM DOCKET NO. 93-75



**NATIONAL
MINORITY
TELEVISION
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

September 4, 1991

Mr. Jim McClellan
Station Manager
KNMT-TV Channel 24
432 Northeast 74th Street
Portland, Oregon 97213

Re: Standards and Practices for National Minority Television, Inc.

Dear Jim:

It is necessary periodically to restate certain rules and regulations for all employees of National Minority Television, Inc. New employees have not been informed of these standards. Please have each employee carefully read the following so there is no misunderstanding regarding their responsibilities.

Each employee has an assigned arrival time to begin work each morning. It is imperative that this starting time is observed promptly each day. Tardiness will not be tolerated and will result in disciplinary action or termination if continued.

Punching the time card of another employee or filling out the time sheet of another employee is not allowed and is illegal. The employee whose time card is punched and the employee who punches a time card for another employee who requested it will both be eligible for termination.

It is the responsibility of each employee, station manager and department head to see that break periods are no longer than 10 minutes.

Dress by all employees should be in good taste and in keeping with professional standards for each job. Each employee should arrive ready to work and should not finish combing hair or applying make-up after clocking in.

Conducting personal business during company hours is prohibited. Making and receiving personal telephone calls for any purpose other than an emergency on company time is prohibited. Station facilities must be available for business use at all times. If an emergency arises and it is necessary to place a long distance or toll call while at work, please inform the station manager or department head before you place the call. The call should be charged to your home telephone number or reverse the charges.

The use of station postage stamps or postage meters for personal use is strictly prohibited. The writing of personal letters on station stationery is prohibited and the sending of personal letters, payment of bills, etc. in station envelopes is prohibited.

55037

Federal Communications Commission

Docket No. 43-72 Exhibit No. 69c-10

Presented by Cole

Disposition { Identified LIC 3-1998
Received LIC 3-1998
Rejected _____

Reporter Cole

Date 11-1-43

The solicitation of employees by other employees for the purpose of selling any merchandise such as school candy, Avon, insurance, vitamins and minerals or any other product of service is prohibited. Persons who are not employees of the station will not be permitted to come or remain on the premises for the purpose of making any solicitation or distributing cards, literature, notices or papers of any kind in any work area. Posting any of these on walls, windows, machines or other equipment or on a bulletin board is prohibited.

If you have company business in another department, transact it and leave. Please do not use this as a time to socialize with other employees. This interruption of another employee's work responsibilities is not acceptable.

Station personnel are not permitted to give testimonials or endorsements on behalf of the company. No statements or articles should be written or released by any employee at any time.

Bringing intoxicants or drugs, or consuming intoxicants or drugs (other than those prescribed by your doctor and used as prescribed) on the station premises, or reporting to work under the influence of intoxicating beverages or drugs is prohibited.

Negotiations and agreements between the station, its sponsors, donors, programmers and network affiliates are confidential and are never discussed with or disclosed to anyone except authorized personnel. Improper handling of sponsor or programmer credit information can, for example, result in loss of business and/or can leave the station open for serious charges.

Lists of donors or suppliers, and other materials listed as confidential and restricted are not under any circumstances to be removed from the station's premises or discussed with or shown to anyone except authorized personnel.

No one shall steal or attempt to steal property of the station, its programmers, sponsors, or affiliates, or another employee. This also includes such actions as falsifying sick leave absences, falsifying medical and insurance records to obtain benefits under false pretenses, and submitting false or misleading information on or during application for employment.

No one shall intentionally destroy station property, carry a concealed weapon on station property, advocate or participate in seizure or misuse of station property.

It is absolutely essential that each employee understand and comply with each of these responsibilities enumerated in this bulletin. Failure to carry out these company standards and requirements or insubordination to any supervisor could lead to termination of employment.

Management

55038

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 113

MM DOCKET NO. 93-75



**NATIONAL
MINORITY
TELEVISION
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

October 10, 1991

Mr. Jim McClellan
Station Manager
KNMT-TV Channel 24
432 Northeast 74th Street
Portland, OR 97213

Re: Children's Program Report

Dear Jim:

As you are aware, the new FCC children's programming requirements include the option of also taking credit for any services provided by the local station to the children and youth in the community.

We are already serving children through the ministry of His Hand Extended. This can be reported to the Public Affairs Director on a quarterly basis, indicating the total number of children and young people who have been assisted with food and clothing.

Tours of the studio facilities by children and young people and any training programs for students should also be reported as a service to the Public Affairs Director and included in the quarterly report; indicating how many youths were provided with these services.

If there are any additional services provided by the station over the quarter, please document and add to the special children's programs and services addendum for inclusion with the quarterly report.

Sincerely,

JANE DUFF
Director

JD:sd

55050

Federal Communications Commission

Docket No. 93-45 Exhibit No. 686-113

Presented by Cover

Disposition	Identified	<u>11/13/03</u>
	Received	<u>11/13/03</u>
	Rejected	
Reporter	<u>C. W. [Signature]</u>	
Date	<u>11/13/03</u>	

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 114

MM DOCKET NO. 93-75



**NATIONAL
MINORITY
TELEVISION
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

November 6, 1991

Mr. Jim McClellan
Station Manager
KNMP-TV Channel 24
432 North 74th Street
Portland, OR 97213

Dear Jim:

As of November 4th, Dixie West is replacing Deanna Sebastian as your contact for the public affairs department at Trinity Broadcasting Network.

If you have any questions regarding the programs which affect your quarterly reports, please do not hesitate to give Dixie a call if she may be of assistance to you.

We will be maintaining our usual schedule for all reports and your cooperation will be appreciated.

Sincerely,

JANE DUFF
Director

JD:sd

55061

Decker No. 93-75 Exhibit No. AKC 114

Presented by Col

Identified DEC 3-1993

Received DEC 3-1993

Revised _____

In position _____

Reporter A.W. [Signature]

Date DEC 3-1993

Page _____

GLENDALE BROADCASTING COMPANY

EXHIBIT NO. 115

MM DOCKET NO. 93-75



**NATIONAL
MINORITY
TELEVISION
INC.**

P.O. Box C-11949, Santa Ana, CA 92711

May 21, 1992

Mr. Jim Mc Clellan
Station Manager
KNMT-TV Channel 24
432 Northeast 74th Street
Portland, OR 97213

Dear Jim:

Enclosed is a press release of TBN's great victory in the Ward case for immediate release. Please post this notice in your facility for the next thirty days.

Thank you for your assistance in this matter.

Sincerely,

JANE DUFF
Director

JD:sd

Enclosure

55044

Project Number: 99-25

Project No: 99-25

Location: C&C 115

Presented by: Cole

DWG 3-1990

(Revised)

DWG 6-1991

(Revised)

Department

Prepared by: [Signature]

DWG 3-1990

Date