



Control Number: 28691



Item Number: 11

Addendum StartPage: 0

COLORADO VALLEY TELEPHONE COOPERATIVE, INC.

**2003 ANNUAL PROGRESS REPORT ON FIVE-YEAR PLAN TO ENHANCE
SUPPLIER AND WORKFORCE DIVERSITY**

Project No. 28691

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PUBLIC UTILITY COMMISSION
FILING CLERK

2003 DEC 12 AM 9:08



Post Office Box 130
4915 South U.S. Hwy. 77
La Grange, TX. 78945
Tel: 979.242.5911
Fax: 979.242.5910

December 12, 2003

Filing Clerk
Central Records
Public Utility Commission of Texas
1701 N. Congress Avenue
P. O. Box 13326
Austin, Texas 78711-3326

RE: Project No. 28691 – *Annual Progress Report on Five-Year Plan to Enhance Supplier and Workforce Diversity*

Dear Filing Clerk:

Pursuant to P.U.C. SUBST. R. 26.85 (e), enclosed for filing is an original and three copies of Colorado Valley Telephone Cooperative, Inc.'s Annual Progress Report on Five-Year Plan to Enhance Supplier and Workforce Diversity for the October 1, 2002 – September 30, 2003 time period. This filing is being made in Project No. 28691 as the project designated for this report.

Consistent with the requirements of the approved rule, copies of this report are also being provided to the Governor, the Lieutenant Governor, the Speaker of the House of Representatives, and the Texas Legislative Black Caucus and the Mexican American Legislative Caucus.

Please contact me at the above listed number if you have any questions regarding this information.

Sincerely,

A handwritten signature in cursive script that reads "Pam Anderson".

Pam Anderson
Director of Regulatory and Special Projects

Enclosures

cc: w/attachment

The Honorable Rick Perry, Governor's Office
The Honorable David Dewhurst, Lieutenant Governor's Office
The Honorable Tom Craddick, Speaker's Office
Texas Legislative Black Caucus
Mexican American Legislative Caucus

WORKFORCE AND SUPPLIER DIVERSITY FORM
Colorado Valley Telephone Cooperative, Inc.
Project No. 28691

Occupational Categories	NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR												
	Combined Total	Company Totals		Caucasian		African American		Hispanic		Asian		American Indian	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers	9	4	5	4	5								
Professionals	2	1	1	1	1								
Technicians	9	6	3	6	3								
Sales Workers	1	0	1	0	1								
Office and Clerical	21	1	20	1	18	1	1						
Craft Workers (Skilled)	15	15	0	14	1								
Operatives (Semi-skilled)	0												
Laborers (Unskilled)	0												
Service Workers	2		2				2						
Previous Year Totals	62	27	35	26	31	1	1	0	3	0	0	0	0
Year Totals	59	27	32	26	28	1	1	0	3	0	0	0	0

WORKFORCE AND SUPPLIER DIVERSITY FORM
Colorado Valley Telephone Cooperative, Inc.
Project No. 28691

Actual = [Total HUB(6) procurement + Total Small Business procurement]/Total Company procurement		Actual for Previous FY	Actual for Current FY	Percentage change
Construction Contracts (1)		3.23%	28.88%	25.65%
Commodities Contracts (2)		6.10%	54.37%	48.27%
Other Services (3)		6.34%	24.73%	18.39%
Professional Services Contracts (4)		0.98%	40.10%	39.12%
Major Equipment (5)		0.00%	97.81%	97.81%
Other		6.50%	60.25%	53.75%

- (1) **Construction** -- Construction done by general contractors and special trade contractors which includes new work, additions, alterations, reconstruction, installations, repairs, remodeling, renovating, and repair of office buildings. Heavy construction other than buildings such as pipelines, communication and power lines, sewer and water mains, asphalt and concrete construction of roads, trenching, cable laying, conduit construction, land clearing and leveling.
- (2) **Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.
- (3) **Others Services** -- All specialty work, special circumstances that required contract labor, special consultants or other non-defined services. Examples include audio/visual, staffing services, landscaping, forestry, tree trimming, art and decorative services, janitorial, travel/lodging, automotive repair, and photography.
- (4) **Professional Services** -- Contracted professional services which include legal, consulting, health, engineering, accounting, advertising/marketing, architectural, real estate, computer services, research and analysis, education/training, insurance, surveying services, weather services, environmental, financial, etc.
- (5) **Major Equipment** -- Includes all major equipment purchases and rentals including but not limited to transmission and distribution equipment, power plant equipment, substation equipment, heavy construction equipment, fleet requirements, etc.
- (6) **HUB** -- Business enterprises that are 51% owned and controlled by U.S. citizens who are socially disadvantaged because of their identification as members of certain groups, including African-American, Hispanic, Native American, or Asian Pacific and Women as defined in the Texas Government Code § 481.101(1).
- (7) **Other** -- Any commodity or service not covered by the above categories.

WORKFORCE AND SUPPLIER DIVERSITY FORM
Colorado Valley Telephone Cooperative, Inc.
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Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:

During the preceding year, Colorado Valley Telephone Cooperative, Inc. ("Colorado Valley" or the "Cooperative") has continued to maintain our commitment to employ a diverse workforce with emphasis placed on recruiting, training, and employing individuals, including women and minorities with the education and skill-sets needed from within the local community.

Colorado Valley has also continued to utilize small and historically underutilized businesses for the procurement of goods and services. The Cooperative has strived to stay abreast of the availability of products and services provided by businesses that qualify as a historically underutilized business through community resource participation and involvement and through the use of the state's HUB directory. Colorado Valley's emphasis on utilizing and promoting local and surrounding area business economic growth and the Cooperative's involvement in local, county and state organizations that promote the use of small businesses has helped to ensure the utilization of these businesses.

Make an assessment of the success of each of the specific initiative, programs, and activities listed above:

Colorado Valley has been successful in meeting their commitment to employing a diverse workforce and the utilization of small and historically underutilized businesses for the procurement of goods and services. The following are specific programs and activities that have been instrumental to the Cooperative in order to achieve the initiatives stated above:

- Continued and enhanced participation in and promotion of local high school career night attended by senior high students and parents of students of all area schools. Women and minorities were made aware of opportunities that may be available upon completion of their education that will allow them to return to the community.
- Colorado Valley continued to recruit part-time employees who were attending various colleges, universities, and/or technical schools. During 2003, the Cooperative employed four individuals (one male and three females) part-time who were attending area colleges, universities, and technical schools.

WORKFORCE AND SUPPLIER DIVERSITY FORM

Colorado Valley Telephone Cooperative, Inc.

Project No. 28691

- The Cooperative also offered part-time employment to individuals who had retired from their primary career, and were seeking part-time employment. During 2003, the Cooperative employed two part-time employees who were retired from their primary career (one male and one female).
- The Cooperative continued to create awareness of potential opportunities for local residents, including female and minority residents through participation in local organizations. Employees of Colorado Valley serving as participants in the various civic organizations were encouraged to converse with fellow members of the organization, as well as with visitors, of the application and hiring process of Colorado Valley. The employees' participation in these organizations also has been an opportunity for the Cooperative to become aware of products and services offered by small and historically underutilized businesses. Local organizations that employees were members of included: La Grange Optimist Club, Rotary Club, Evening Lions Club, La Grange Volunteer Fire Department, Relay for Life, American Diabetes Association, Fayette County Leadership Program and the American Cancer Society.
- Employees of the Cooperative were also very active with support to the local and surrounding schools in the past year. Participation ranged from teaching Adult Literacy Education classes, to being a HOSTS (Helping One Student to Succeed) mentor, to being on the Parental Advisory Committee, and/or being a member or office holder of the Parent Teacher Organization. Representation is in four different schools, including La Grange ISD, Round Top ISD, Saint Rose in Schulenburg, and Sacred Heart in La Grange.
- The Cooperative offered available work-related training to employees, including female and minority employees during 2003. Employees of Colorado Valley continued to attend career related and industry seminars throughout the year 2003. Of the 62 full-time employees of the Cooperative, approximately 25 females and minorities attended at least one training seminar during 2003.
- The Cooperative continued to offer available advancement opportunities to qualified employees, including qualified female and minority employees.
- Whenever possible Colorado Valley has contracted with local businesses to provide the goods and services that are available in Colorado Valley's serving area and surrounding communities. A copy of the official HUB report filed with the Commission is attached for your reference.

WORKFORCE AND SUPPLIER DIVERSITY FORM
Colorado Valley Telephone Cooperative, Inc.
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Describe the initiative, programs, and activities the utility will pursue during the next year to increase the diversity of its workforce and contracting opportunities for small and historically underutilized businesses:

As a Cooperative, we were organized and chartered to provide telecommunications services to a rural Texas service area. As citizens living and as a business operating within the communities we serve, the management and employees of the Cooperative continue to seek opportunities to make progress in the areas of diversifying the workforce and utilizing the products and services of small and historically underutilized businesses while also employing and purchasing within the communities we serve whenever possible.

The Cooperative will continue to be committed to employing women and minorities toward the goal of improving our services to all segments of the community. At the same time we are improving the quality of life and opportunities of women and minorities from our community for the benefit of the Cooperative as an employer, the benefit of the community by retaining women and minorities from leaving to urban areas, and the benefit of the employees themselves.

We have and must recognize a fiduciary and social duty and responsibility to our members to make good, sound economic policy decisions as well as our community responsibility to purchase goods and services within our own communities when possible. By the very nature of the service area we serve, we are sometimes limited in the local availability of certain telecommunications equipment and products and must go outside our communities for these mandatory purchases. However, whenever possible, Colorado Valley will continue to contract with local small and historically underutilized businesses to provide the goods and services that are available in our communities.

Colorado Valley will continue with and expand the initiatives, programs and activities described in the Cooperative's Five-Year Plan to Enhance Workforce Diversity and to Increase Opportunities for Small and Historically Underutilized Businesses.

State the specific progress made under the plan filed by the utility:

Colorado Valley has been successful in maintaining a diverse workforce. We have continued to recruit from the qualified local applicant pool within the constraint of the Cooperative's low turnover rate throughout 2003.

The Cooperative also maintained consistent supplier diversity during 2003. We have continued to utilize historically underutilized businesses and small businesses for contracting needs and the procurement of goods and services whenever possible.

COMMON CARRIER ANNUAL EMPLOYMENT REPORT

Please Read Instructions Before Completing and For Notice Regarding Public Burden

SECTION I - General Information

1. Name and Mailing Address of Respondent

Colorado Valley Telephone Cooperative, Inc.
P. O. Box 130
4915 South US Hwy. 77
La Grange, Texas 78945

☐ Check here
if this is
a change of
address.

2. Year Report Filed

2003

3. Reporting Period (Pay Period Ending
Covered by This Report)

1-23-03

4. Number of Full-Time Employees during Selected
Reporting Period (check one)

- a. ☐ Fewer than 16 (Complete Sections I, V, and VI only)
b. ☒ 16 or more (Complete Sections I, II, III, IV, V
and VI)

SECTION II - Full-Time Paid Employees. Consider as full-time employees, all employees working 30 hours or more a week.

JOB CATEGORIES	ALL EMPLOYEES			MALE					FEMALE				
	Total Columns 2 + 3	Male	Female	MINORITY GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Officials and Managers	9	4	5					4					5
Professionals	2	1	1					1					1
Technicians	9	6	3					6					3
Sales	1	0	1					0					1
Office and Clerical	21	1	20					1	1			1	18
Craftworkers (skilled)	15	15	0	1				14					
Operatives (semiskilled)	0												
Laborers (unskilled)	0												
Service Workers	2		2									2	
TOTAL	59	27	32	1	0	0	0	26	1	0	0	3	28
Total Employment from Previous Report (if any)	62	27	35	1	0	0	0	26	1	0	0	3	31

SECTION III - Part-Time Paid Employees.

JOB CATEGORIES	ALL EMPLOYEES			MALE					FEMALE				
	Total Columns 2 + 3	Male	Female	MINORITY GROUP EMPLOYEES					MINORITY GROUP EMPLOYEES				
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	White, not of Hispanic Origin	Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	White, not of Hispanic Origin
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Officials and Managers													
Professionals													
Technicians													
Sales													
Office and Clerical	1	0	1										1
Craftworkers (skilled)													
Operatives (semiskilled)													
Laborers (unskilled)													
Service Workers													
TOTAL	1	0	1	0	0	0	0	0	0	0	0	0	1
Total Employment from Previous Report (If any)	7	4	3	0	0	0	0	4	0	0	0	0	3

SECTION IV. On-the-Job Trainees. Report only employees enrolled in formal on-the-job training programs. The data below shall also be included in the figures for the appropriate occupational categories in Sections II and III.

JOB CATEGORIES	ALL EMPLOYEES			MALE					FEMALE				
	Total Columns 2 + 3	Male	Female	MINORITY GROUP EMPLOYEES					MINORITY GROUP EMPLOYEES				
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	White, not of Hispanic Origin	Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	White, not of Hispanic Origin
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
White Collar													
Production													

SECTION V. Report of Discrimination Complaints Pursuant to 47 C.F.R. Sections 21.307, 22.321, and 23.55.

☒ This is to advise the Commission that no complaints regarding violations of equal employment provisions of Federal, State, Territorial, or local statutes have been filed against this company before any body having competent jurisdiction in such matters during the calendar year covered by this report.

☐ This is to advise the Commission that the following complaints alleging violations of the provisions of any equal employment opportunity statute have been filed against this company. (Attach a list indicating parties, date filed, courts or agencies before which the matter has been heard, file number or other designation, and disposition or current status).

Section VI - Certification

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

Date 4-10-03 Typed or Printed Name of Person Signing Joyce Wied Signature Joyce E. Wied (Area Code) Telephone No. 979-242-5911

Title of Person Signing

General Manager

WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE 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).

NOTICE: The solicitation of personal information requested in this report is authorized by the Communications Act of 1934, as amended. The data collected will be used to assess compliance with FCC Rules and Regulations pertaining to EEO requirements. Your response is mandatory. An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid control number. This Notice is required by the Privacy Act of 1974, P.L. 93-579 and the Paperwork Reduction Act of 1995, P.L. 96-511.

SMALL UTILITIES HUB USE REPORT (Texas purchases)

Utility: Colorado Valley Telephone Cooperative, Inc.

MBE Procurement	Construction Expenditures	Commodities Expenditures	Other Services Expenditures	Professional Expenditures	Major Equipment Expenditures	Other Expenditures	Total HUB Expenditures
African American Male	0		1,448	0		0	1,448
African American Female	0	0	0	0		0	0
Total	0	0	1,448	0		0	1,448
Asian American Male	0	0	0	0		0	0
Asian American Female	0	0	0	0		0	0
Total	0	0	0	0		0	0
Hispanic American Male	0	18	59,570	0		646	60,235
Hispanic American Female	0	0	0	0		0	0
Total	0	18	59,570	0		646	60,235
Native American Male	0	0	0	0		25,444	25,444
Native American Female	0	0	0	0		0	0
Total	0	0	0	0		25,444	25,444
MBE Total	0	18	61,018	0		26,090	87,126
WBE Total	0	23,540	9,394	0		12,602	45,536
Total MBE & WBE Procurement	0	23,558	61,018	0		38,692	132,662
Total Unknown Status Procurement (1)	0	32,397	3,053	0		0	35,451
Total Non-Fuel Procurement (2)	0	0	0	0		0	0
Total Utility Purchases							0
Total Non-Fuel, Fuel, and Purchased Power Procurement							2,006,833

(1) Vendors for whom HUB status is not directly known.

(2) Expenditures for goods and services from vendors not including wages, benefits, and other non-negotiable goods and services such as taxes and postage. Includes MBE/WBE and Unknown Procurement.

Reporting Period: Oct. 1, 2002 through Sep. 30, 2003
Address: P. O. Box 130
City: La Grange

Reporting Date: December 10, 2003
Contact person: Pam Anderson

State: Texas Zip: 78945
Phone: 979.247.8141 Fax: 979.247.5920

SMALL UTILITIES HUB USE REPORT (purchases outside Texas)

Utility: Colorado Valley Telephone Cooperative, Inc.

MBE Procurement	Construction	Commodities	Other Services	Professional	Major Equipment	Other	Total HUB
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
African American Male	0	0	0	0	0	0	0
African American Female	0	0	0	0	0	0	0
Total African American	0	0	0	0	0	0	0
Asian American Male	0	0	0	0	0	0	0
Asian American Female	0	0	0	0	0	0	0
Total Asian American	0	0	0	0	0	0	0
Hispanic American Male	0	0	0	0	0	0	0
Hispanic American Female	0	0	0	0	0	0	0
Total Hispanic American	0	0	0	0	0	0	0
Native American Male	0	0	0	0	0	0	0
Native American Female	0	0	0	0	0	0	0
Total Native American	0	0	0	0	0	0	0
MBE Total	0	0	0	0	0	0	0
WBE Total	0	129,174	0	0	22,324	75	151,574
Total MBE & WBE Procurement	0	129,174	0	0	22,324	75	151,574
Total Unknown Status Procurement (1)	7,103	7,033	4,920	1,590	50,971	115	71,731
Total Non-Fuel Procurement (2)	0	0	0	0	0	0	0
Total Fuel and Purchased Power Procurement (electric only)							0
Total Non-Fuel, Fuel, and Purchased Power Procurement							693,636

(1) Vendors for whom HUB status is not directly known.

(2) Expenditures for goods and services from vendors not including wages, benefits, and other non-negotiable goods and services such as taxes and postage. Includes MBE/WBE and Unknown Procurement.

Reporting Period: Oct. 1, 2002 through Sep. 30, 2003
Address: P. O. Box 130
City: La Grange

State: Texas Zip: 78945
Phone: 979.247.8141 Fax: 979.247.5920

To be filed by a utility which has more than 1,000 customers in a state other than Texas, or which purchases more than 10% of its goods and services from vendors not located in Texas