



Control Number: 28691



Item Number: 94

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9430 Research Boulevard, Austin, Texas 78759  
phone: 512-338-0473, fax: 512-346-0822

2003 DEC 30 PM 4:15  
PUBLIC UTILITY COMMISSION  
FILING CLERK

December 30, 2003

Filing Clerk  
Public Utility Commission of Texas  
1700 N. Congress Avenue  
Austin, Texas 78711

RE: Project No. 28691- 2003 Annual Telephone Progress Reports on Five-Year Plan to Enhance Supplier and Workforce Diversity

Dear Filing Clerk:

On behalf of Guadalupe Valley Telephone Cooperative, Inc. ("Guadalupe Valley") and pursuant to PUC SUBST. R. 26.85, enclosed for filing in the above-referenced project are four (4) copies of the Annual Progress Report on the implementation of the Five-Year Plan to Enhance Supplier and Workforce Diversity. 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, and the African-American and Hispanic Caucus offices of the Texas Legislature as indicated on the Certificate of Service provided herein.

Please file-stamp any additional copies and return them to me by way of our assistant. Your cooperation in this matter is greatly appreciated. You may direct any correspondence or questions to me at the above-listed telephone number.

Sincerely,

Dee Dee Longenecker  
Authorized Representative  
for Guadalupe Valley Telephone Cooperative, Inc.

Enclosures

cc: Mr. Robert Hunt  
Guadalupe Valley Telephone Cooperative, Inc.

HEADQUARTERS:

6315 Seabrook Road, Seabrook, Maryland 20706  
phone: 301-459-7590, fax: 301-577-5575  
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Eagandale Corporate Center, Suite 310  
1380 Corporate Center Curve, Eagan, Minnesota 55121  
phone: 651-452-2660, fax: 651-452-1909

5360 Skidaway Drive  
Alpharetta, Georgia 30022  
phone: 770-569-2105, fax: 770-410-1608

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**Certificate of Service**

I hereby certify that a true and correct copy of this Annual Progress Report on the implementation of the Five-Year Plan to Enhance Supplier and Workforce Diversity has been served by facsimile distribution, hand delivery, or first class U.S. mail on this the 30th day of December, 2003, to the below-listed entities.

  
Dee Dee Longenecker

The Honorable Rick Perry  
Office of the Governor  
P. O. Box 12428  
Austin, Texas 78711

The Honorable Tom Craddick  
Speaker of the House of Representatives  
P. O. Box 2910  
Austin, Texas 78768

Lt. Governor David Dewhurst  
Capitol Station  
P. O. Box 12068  
Austin, Texas 78711

The Honorable Joe Deshotel, Chairman  
Legislative Black Caucus (TLBC)  
807 Brazos Street, Suite 605  
Austin, Texas 78701

The Honorable Pete Gallego, Chairman  
Mexican American Legislative Caucus  
1005 Congress Avenue, Suite 420  
Austin, Texas 78701

The Honorable Leticia Van De Putte, Charman  
The Texas Senate Hispanic Caucus  
P. O. Box 967  
Austin, Texas 78767

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
WORKFORCE DIVERSITY**

WORKFORCE 5 YEAR PLAN (YEAR 4)  
October 1, 2002 through September 30, 2003

Occupational Categories	Combined Total	NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR													
		Company Totals		Caucasian		African American		Hispanic		Asian		American Indian			
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Officials and Managers	14	10	4	10	3	0	0	0	0	0	0	0	0	0	
Professionals	12	4	8	4	8	0	0	0	0	0	0	0	0	0	
Technicians	38	32	6	29	6	0	0	3	0	0	0	0	0	0	
Sales Workers	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
Office and Clerical	78	4	74	3	64	0	0	1	10	0	0	0	0	0	
Craft Workers (Skilled)	67	63	4	63	0	0	0	4	0	0	0	0	0	0	
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Laborers (Unskilled)	9	9	0	7	0	0	0	2	0	0	0	0	0	0	
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Previous Year Totals</b>	212	119	93	109	82	0	0	10	11	0	0	0	0	0	
<b>This Year Totals</b>	219	127	92	117	81	0	0	10	11	0	0	0	0	0	

NOTE: Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals row as these will update automatically. Cells left blank will be counted as zero. Click anywhere outside of chart to exit.

CO-A077533  
U-A077533

**EQUAL EMPLOYMENT OPPORTUNITY  
2003 EMPLOYER INFORMATION REPORT  
CONSOLIDATED REPORT - TYPE 2**

**SECTION B - COMPANY IDENTIFICATION**

1. GUADALUPE VALLEY TELEPHONE  
36101 FM 3159  
NEW BRAUNFELS, TX 78132

2.a. GUADALUPE VALLEY TELEPHONE  
36101 FM 3159  
NEW BRAUNFELS, TX 78132

null  
c. Y

**SECTION C - TEST FOR FILING REQ.**

1-Y 2-Y 3-N DUNS NO.:004802393

**SECTION E - ESTABLISHMENT INFO.**

NAICS:

**SECTION D - EMPLOYMENT DATA**

JOB CATEGORIES	NUMBER OF EMPLOYEES										
	OVERALL TOTALS	MALE					FEMALE				
		WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	WHITE (NOT OF HISPANIC ORIGIN)	BLACK (NOT OF HISPANIC ORIGIN)	HISPANIC	ASIAN OR PACIFIC ISLANDER	AME. INDIAN ALA. NA'
Officials and Managers	14	10	0	0	0	3	0	1	0	0	
Professionals	12	4	0	0	0	8	0	0	0	0	
Technicians	38	29	3	0	0	6	0	0	0	0	
Sales Workers	1	1	0	0	0	0	0	0	0	0	
Office and Clerical	78	3	1	0	0	64	0	10	0	0	
Craft Workers (Skilled)	67	63	4	0	0	0	0	0	0	0	
Operatives (Semi-Skilled)	0	0	0	0	0	0	0	0	0	0	
Laborers (Unskilled)	9	7	2	0	0	0	0	0	0	0	
Service Workers	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>	<b>219</b>	<b>117</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>81</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	
Total employment reported in previous BEO-1 report	212	109	0	10	0	82	0	11	0	0	

**SECTION F - REMARKS**

*Corrected by [signature]  
on 12/30/03*

**EXHIBIT 2**  
**Guadalupe Valley Telephone Cooperative, Inc.**  
**FIVE-YEAR PLAN TO ENHANCE WORKFORCE DIVERSITY**  
**PURA Sec. 52.256(b)**  
**2003 HUB and Small Business Statistics**

HUB's (1) and other Small Businesses	2003 Procurement Amount	
<b>African American</b>		
Male	0	0
Female	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
<b>Asian</b>		
Male	0	0
Female	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
<b>Hispanic</b>		
Male	0	0
Female	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
<b>Native American</b>		
Male	0	0
Female	0	0
<b>Total</b>	<b>0</b>	<b>0</b>
<b>Non-Minority Female</b>	<b>2,046,280.93</b>	<b>28.82%</b>
<b>Known HUB Status Totals</b>	<b>2,046,280.93</b>	<b>28.82%</b>
<b>Known Non-HUB Small Business Status Totals</b>	<b>0</b>	<b>0</b>
<b>Unknown Small Business/HUB Status Totals</b>	<b>5,054,987.12</b>	<b>71.18%</b>
<b>Total Company Procurement</b>	<b>7,101,268.05</b>	<b>100.00%</b>

(1) HUB is an abbreviation for Historically Underutilized Businesses and Small Businesses are for non-profit companies with less than 100 employees located in Texas as defined in Section 481.191 of the Government Code.

Note: The above HUB data is reported annually to the PUC of Texas. A copy of the last filed HUB report is attached to this report.

GVTC 2003 HUB Information

	Previous	Current	% Change
Construction	\$ 763,086.04	\$ 773,387.65	1.3%
Commodities	\$ 1,144,089.53	\$ 1,253,448.81	9.6%
Other	\$ 18,736.87	\$ 15,338.47	-18.1%
Professional	\$ -	\$ -	N/A
Major Equipment	\$ 4,876.00	\$ 4,106.00	-15.8%
Other	\$ -	\$ -	N/A

**PROJECT 28691**

**Plan and Report of Workforce Diversity and Other Business Practices  
PURA 52,256(b)**

**October 1, 2002 through September 30, 2003**

**for**

**GUADALUPE VALLEY TELEPHONE COOPERATIVE, INC.**

The following plan and report are filed to comply with the requirements of the Public Utility Commission Project number 28691 – Compliancy Proceeding for Telecommunications Utilities’ Five Year Plan to Enhance Workforce Diversity. Guadalupe Valley is proud of its past record to enhance workforce diversity. It has been and will continue to be our desire to move in a direction that increases the diversity of the workforce and increases the amount of business Guadalupe Valley does with small and underutilized businesses. Guadalupe Valley’s member-owners understand and appreciate our diverse workforce and the amount of business we do with small and underutilized businesses throughout the area we serve.

Our fiduciary responsibility to the member-owners of Guadalupe Valley will continue to remain one of our primary goals as we continue to provide area-wide telephone service on the cooperative plan and at the lowest cost consistent with sound economy and good management.

By the very nature of our rural service area, we must support the small towns and the entities that provide goods and services to these communities. Therefore, when possible, Guadalupe Valley conducts business with local businesses to provide it with the goods and services needed to meet the goal for which the cooperative was organized. The following report reflects where we are, and our plans to achieve a better cooperative, a more diverse workforce, with as much emphasis as possible in utilizing underutilized businesses in our communities. However, our commitment to employing and purchasing within the communities we serve when and where possible far



outweighs attempting to achieve an improved statistical number in these areas.

Within our fiduciary responsibility to our member-owners, we are obligated to make good, sound economic policy decisions as well as to fulfill our community responsibility to purchase goods and services within our own communities when possible.

This, our fourth report of our five-year plan, includes information on our present position as it relates to the diversity of our workforce and the utilization of small and historically underutilized businesses where available and when appropriate. This plan also attempts to incorporate guidelines that we are implementing within our policy to maintain and improve our efforts in these two areas.

**FIVE-YEAR PLAN TO ENHANCE WORKFORCE DIVERSITY**

**I. Performance With Regard To Workforce Diversity and Contracting With Small And Historically Underutilized Businesses.**

The following exhibits include information that is currently reported and on file with appropriate state or federal agencies. **EXHIBIT I.** Illustrates the current status of Guadalupe Valley's workforce as reported to the Equal Employment Opportunity Commission (EEOC). A copy of the official report as filed is attached for reference. **EXHIBIT II.** Outlines the procurements expended with businesses as certified by them to us as HUB's and businesses that are non-HUB businesses but meet the definition of small business as defined in the Texas Government Code. This exhibit includes figures as reported to the Public Utility Commission of Texas as of September 30, 2003. A copy of this HUB report is also attached for your reference.

In the year 2003, the fourth full year of this 5-Year Plan, we spent 28.82% of our total company procurement with historically underutilized businesses.

## **II. Initiatives That Will Be Pursued Over the Next Two Years.**

- A. Guadalupe Valley is committed to employ a workforce with emphasis placed on recruiting, training and employing individuals with the education and skill-sets needed from within the local community.
- B. Guadalupe Valley strives to utilize historically underutilized businesses (HUB's) for the procurement of goods and services, especially when the HUB is affiliated or located within its local or surrounding communities.
- C. Guadalupe Valley also aims to utilize small businesses or others than those defined as HUB's in our procurement of goods and services. With emphasis on local or surrounding area economic growth, we plan to continue our involvement in organizations that promote the use of small businesses.

## **III. List of Programs and Activities to Achieve the Initiatives.**

- A. Identify local organizations with minority/female membership emphasis to communicate through these organizations employment opportunities.
- B. Identify local educational institutions and communicate through their programs employment opportunities available for minority and female students.
- C. Post available job opportunities on website.
- D. Provide for diversity related employee training.
- E. Offer available advancement opportunities to employees.

In the year 2003, the fourth full year of this 5-Year Plan, we continued to utilize local organizations with minority/female membership emphasis and communicated through these organizations employment opportunities.

A.

- Comal County Women's Center
- Communities in Schools of Comal County, Inc.
- New Braunfels Women's Chamber of Commerce
- Canyon Lake Women In Business
- Guadalupe Cattle Women's Association-Gonzales

B.

- New Braunfels High School
- Comal I.S.D.
- Texas Lutheran University
- Bastrop High School
- Blanco High School
- Canyon High School
- Cuero High School
- Gonzales High School
- Lockhart I.S.D.
- Nixon Smiley High School
- Seguin High School
- Smithson Valley High School
- Waelder High School

C. We Have as of September 1, 2002 posted all job opportunities on our website.

D. All available advancement opportunities are extended to qualified employees.

**Initiatives to Achieve Utilization of Historically Underutilized Businesses.**

- A. Identify local organizations with minority business and with female-owned business membership emphasis and participate or communicate through these organizations business opportunities with our cooperative.
- B. Post contracting opportunities with local media and on website.

In the year 2003, the fourth year of this 5-Year Plan, we continued communication with the minority business and with the female-owned business membership to communicate through these organizations business opportunities with our Cooperative,

We have and continue to instruct our staff and supervisory personnel in charge of purchasing/contracting to use the local media and or our website for all contracting opportunities in the year 2004.

**Initiatives Related to the Utilization of Small Businesses Other Than HUB's.**

- A. Identify local organizations with small business membership emphasis and participate or communicate business opportunities available with the cooperative.
- B. Post contracting opportunities with local media and on website.

In the year 2003, the fourth year of this 5-Year Plan, we have continued to utilize the initiatives in A & B above as related to small business other than HUB's.

**IV. List of Business Partnership Initiatives Undertaken to Facilitate Small and Historically Underutilized Entry into the Telecommunications Market.**

At this time Guadalupe Valley is not engaged in any business partnerships or joint ventures in which it has control or operational responsibility for the workforce or procurement.

In the year 2003, the fourth year of this 5-Year Plan, we still have not engaged in any partnership or joint ventures in which we could exercise operational control over to facilitate HUB's entry into the telecommunications market.