



Control Number: 30238



Item Number: 734

Addendum StartPage: 0

Project No. 30240/Project No. 30238

Plan and Report of Workforce Diversity and Other Business Practices
PURA 52.256(b)

October 1, 2007 through September 30, 2008

for

GUADALUPE VALLEY TELEPHONE COOPERATIVE, INC.
(GVTC)

and

AFFILIATE GUADALUPE VALLEY COMMUNICATIONS SYSTEMS,
L.P.
(GVCS)

The following plan and report are filed to comply with the requirements of the Public Utility Commission Project number 30240 and Project number 30238 – Compliancy Proceeding for Telecommunications Utilities' Five Year Plan to Enhance Workforce Diversity. GVTC 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 GVTC does with small and underutilized businesses. GVTC'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 GVTC 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, GVTC 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 plan 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 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.

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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 GVTC workforce as reported to the Equal Employment Opportunity Commission (EEOC). A copy of the official report as filed is attached for reference as Exhibit I.

A copy of our Historically Underutilized Business report has been sent to the Public Utility Commission of Texas. This report outlines the procurements expended with businesses as certified by them to us as historically underutilized businesses and business that are non-historically underutilized businesses but meet the definition of small business as defined in the Texas Government Code. A copy of this official report is attached as Exhibit II, entitled Small Utility HUB Report. Attached as Exhibit III, is a blank copy of the current Historically Underutilized Business Information Form that is completed by all suppliers of GVTC.

II. Initiatives that will continue to be pursued.

- A. GVTC 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 as well as the surrounding area. The staffing strategy is to attract needed talent, behavior-based interviewing & gauge overall culture fit.
- B. GVTC strives to utilize historically underutilized businesses for the procurement of goods and services, especially when the historically underutilized business is affiliated or located within its local or surrounding communities.
- C. GVTC also aims to utilize small businesses or others than those defined as historically underutilized businesses 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.

<p>In the close of the year 2008, our workforce totaled 229 employees. During the year we had an increase of minority including 1 Native Hawaiian/Pacific Islander and 4 two or more races.</p>

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 2008, we continued to identify the following local organizations with minority/female membership emphasis and we continue to communicate 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
Boerne Chamber of Commerce
- B. New Braunfels High School
Comal I.S.D.
Texas Lutheran University
Bastrop High School
Blanco High School
Canyon High School
Canyon Lake 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 continue to post all job opportunities on the GVTC website plus additional recruiting websites.
- D. We provide diverse training from which our employees would most benefit focusing on culture and a delivery method best suited for the training material and the employee. Training takes place on and off site.
- E. All available advancement opportunities are extended to qualified employees. In the event additional positions are deemed necessary within the company, current employees are given the opportunity to submit a resume to be considered for the position.

Initiatives to Receive Utilization of Historically Underutilized Businesses.

1. GVTC identifies local organizations with minority business and with female-owned business membership emphasis and participate or communicate through these organizations business opportunities with our cooperative.
2. GVTC communicates contracting opportunities to local and surrounding area contractors.

Initiatives Related to the Utilization of Small Businesses Other Than Historically Underutilized Businesses.

1. GVTC identifies local organizations with small business membership emphasis and participate or communicate business opportunities available with the cooperative.
2. GVTC communicates contracting opportunities to local and surrounding area contractors.

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

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

WORKFORCE AND SUPPLIER DIVERSITY FORM **WORKFORCE DIVERSITY**

** Native Hawaiian or
Pacific Islander
EEO More Races*

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	45	33	12	7	0	0	1	1	0	0	1	2	1	
Professionals	24	10	14	14	0	0	0	0	0	0	0	0	0	
Technicians	35	22	13	12	0	0	0	0	1	0	0	1	10	
Sales Workers	8	5	3	2	0	0	1	1	0	0	0	0	0	
Office and Clerical	45	3	42	1	33	1	0	1	9	0	0	0	0	
Craft Workers (Skilled)	48	48	0	40	1	0	5	0	0	0	1	0	10	
Operatives (Semi-skilled)	7	6	1	5	1	0	1	0	0	0	0	0	0	
Laborers (Unskilled)	5	5	0	5	0	0	0	0	0	0	0	0	0	
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	
Previous Year Totals	230	140	90	114	74	2	1	19	13	1	4	1		
This Year Totals	217	132	85	115	69	2	0	9	11	1	2	3	32	

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.

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** Note: As stated on the EEO Form, I have added the Native Hawaiian/Pacific Islander and the 2 or more Races classifications to give the the correct # of full-time employees.*

Revised June 2004

CO= A077533
UT= A077533

EQUAL EMPLOYMENT OPPORTUNITY
2008 EMPLOYER INFORMATION REPORT
HEADQUARTERS REPORT - TYPE 3

SECTION B - COMPANY IDENTIFICATION

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

SECTION C - TEST FOR FILING REQUIREMENT

2.a. GUADALUPE VALLEY TELEPHONE
36101 FM 3159
NEW BRAUNFELS, TX 78132
1-Y 2-N 3-N DUNS NO.:004802393

COMAL COUNTY
c. Y

SECTION E - ESTABLISHMENT INFORMATION

NAICS: 517110 Wired Telecommunications
Carriers

SECTION D - EMPLOYMENT DATA

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO										OVERALL TOTALS			
	MALE	FEMALE	***** MALE *****					***** FEMALE *****								
			WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN		AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE/SR OFFICIALS & MGRS	0	0	8	0	0	0	0	0	1	0	0	0	0	1	0	11
FIRST/MID OFFICIALS & MGRS	1	1	22	0	0	0	1	0	6	0	1	0	0	1	1	34
PROFESSIONALS	0	0	10	0	0	0	0	0	14	0	0	0	0	0	0	24
TECHNICIANS	0	0	20	0	0	0	1	0	12	0	0	0	0	1	0	35
SALES WORKERS	1	1	4	0	0	0	0	0	2	0	0	0	0	0	0	8
ADMINISTRATIVE SUPPORT	1	9	1	1	0	0	0	0	33	0	0	0	0	0	0	45
CRAFT WORKERS	5	0	40	1	0	0	0	1	0	0	0	0	0	0	0	48
OPERATIVES	1	0	5	0	0	0	0	0	1	0	0	0	0	0	0	7
LABORERS & HELPERS	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	9	11	115	2	0	0	1	2	69	0	1	0	3	1	1	217
PREVIOUS REPORT TOTAL	19	9	104	2	0	0	1	4	64	1	0	1	1	0	0	206

SECTION F - REMARKS

Exhibit I

SMALL UTILITIES HUB USE REPORT (Texas purchases)
Utility: _Guadalupe Valley Telephone Cooperative, Inc._
Project No. 30238

Small Utility HUB Report

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	0	0	0	0	0	0	0
African American Female	0	0	0	0	0	0	376,590	0	0	0	0	0	376,590	0
Total African American	0	0	0	0	0	0	376,590	0	0	0	0	0	376,590	0
Asian American Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian American Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Asian American	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic American Male	16,118	0	0	0	0	0	0	0	0	0	0	0	16,118	0
Hispanic American Female	0	286	286	0	0	0	0	0	416	0	0	0	702	0
Total Hispanic American	16,118	286	286	0	0	0	0	0	416	0	0	0	16,819	0
Native American Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Native American Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Native American	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MBE Total (Male/Female Minority)	16,118	286	286	0	0	0	376,590	0	416	0	1,500	1,500	394,910	0
WBE Total (Non-Minority Female)	141,691	37,397	186,734	83,711	1,994	27,123	478,650							
Total MBE & WBE Procurement	157,809	37,683	186,734	460,302	2,410	28,623	873,560							
Total Unknown Status Procurement (1)	5,846,160	8,810,958	301,081	4,488,733	2,695,945	4,676,661	26,819,539							
Total Non-Fuel Procurement (2)	6,003,969	8,848,641	487,815	4,949,035	2,698,354	4,705,283	27,693,098							
Total Utility Purchases													0	
Total Non-Fuel, Fuel, and Purchased Power Procurement													27,693,098	

(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

Reporting Period: **Oct 1, 2007 through Sep 30, 2008**
 Address: **36101 F.M. 3159**
 City: **New Braunfels, TX**

Reporting Date: **December 11, 2008**
 Contact person: **Debbie Kubenka** State: **TX** Zip: **78132**
 Phone: **830-885-8278** Fax: **830-885-8263**

HISTORICALLY UNDERUTILIZED BUSINESS INFORMATION FORM

Please check all that apply.

Refer to the back of this form for Business Type Certification Definitions.

<input type="checkbox"/> Historically Underutilized Business	<input type="checkbox"/> Small Business
<input type="checkbox"/> Minority-Owned Business	<input type="checkbox"/> Non-Profit Business
<input type="checkbox"/> Women-Owned Business	

Please place a check mark in appropriate boxes if your company is owned or controlled by 50% or more of any of the following categories.

<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic-American
<input type="checkbox"/> American-Indian	<input type="checkbox"/> Caucasian
<input type="checkbox"/> Asian-American	<input type="checkbox"/> Women

Please place a check in the appropriate box by the category which best describes your companies type of product/service:

<input type="checkbox"/> Construction	<input type="checkbox"/> Commodities
<input type="checkbox"/> Other Services	<input type="checkbox"/> Professional Services
<input type="checkbox"/> Major Equipment	<input type="checkbox"/> Other

Name of Business: _____

Address of Business: _____

County Where Office is located: _____

Business Telephone Number: _____

Company Officer completing this form:

Printed Name of Officer

Title

Signature of Officer

Date

PLEASE COMPLETE THIS FORM AND FORWARD TO:

GVTC

Attn: Robin Armke, Human Resources Dept.
36101 FM 3159, New Braunfels, Texas 78132
Fax 830-885-2111
Email robin.armke@gvtc.net

We would appreciate your prompt attention to this matter.

Exhibit III (Page 1 of 2)

Business Type Certification Definitions

Historically Underutilized Business (HUB) – Pursuant to Texas Government Code §HUB means:

- (A.) a corporation formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities is owned by one or more persons who are members of certain groups, including black Americans, Hispanic Americans, women, Asian Pacific Americans, and American Indians;
- (B.) a sole proprietorship formed for the purpose of making a profit that is 100 percent owned, operated, and controlled by a person described by Paragraph (A) of this subdivision;
- (C.) a partnership formed for the purpose of making a profit in which 51 percent of the assets and interest in the partnership is owned by one or more persons described by Paragraph (A) of this subdivision. Those persons must have proportionate interest and demonstrate active participation in the control, operation, and management of the partnership's affairs; or
- (D.) a joint venture in which each entity in the joint venture is a historically underutilized business under this subdivision.

Small Business: Pursuant to Texas Government Code § 481.191(6), Small Business means a corporation, partnership, sole proprietorship, or other legal entity that:

- (A) is domiciled in this state;
- (B) is formed to make a profit;
- (C) is independently owned and operated; and
- (D) employs fewer than 100 full-time employees.

Minority-Owned Business: Minority-owned Business Enterprise.

WBE: Women-owned Business Enterprise. Refers to non-minority women-owned businesses.

Procurement Categories

Construction – Construction done by general contractors and special trade contractors which includes new work, additions, alternations, 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.

Commodities – All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

Others Services – All specialty work, special circumstances that required contract labor, special consultants or other non-defined services. Example includes audio/visual, staffing services, landscaping, forestry, tree trimming, art and decorative services, janitorial, travel/lodging, automatic repair, and photography.

Professional Service – 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.

Major Equipment – Includes al 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.

Other – Any commodity or service not covered by the above categories.