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**Customer Care**

Toll free · 877.774.4100
Ph · 210.892.4200

Headquarters

3201 Cherry Ridge Dr., Ste. D-400
San Antonio, TX 78230-4820
Toll free · 888.698.3526
Ph · 210.892.4100
Fx · 888.333.7823

TexLink Austin

800 Brazos, Ste. 460
Austin, TX 78701
Ph · 512.647.0500
Fx · 512.646.0103

TexLink Dallas

13601 Preston, Ste. 22C
Dallas, TX 75240
Ph · 214.447.0500
Fx · 214.446.0103

TexLink Houston

1770 St. James Place, Ste. 620
Houston, TX 77056
Ph · 713.559.0500
Fx · 713.554.0103

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PUBLIC UTILITY COMMISSION
FILING CLERK

December 22, 2004

Filing Clerk
Public Utility Commission of Texas
1700 N. Congress Avenue
Austin, Texas 78701

RE: Project 30240 – Annual Report on Workforce and Supplier Diversity for
Tex-Link Communications, Inc.

Dear Madame or Sir:

Pursuant to Substantive Rule 26.85 enclosed please find 4 copies of the Workforce and
Supplier Diversity Report for filing in the above named docket for Tex-Link
Communications, Inc. (SPCOA 60050).

If you have any questions please contact me , please contact me a t (210) 892-4100.

Sincerely,

Katinka Howell
Tex-Link Communications, Inc.
3210 Cherry Ridge Drive, Suite D400
San Antonio, Texas 78230
(210) 892-4100

cc: The Honorable Rick Perry
T. Governor David Dewhurst
The Honorable Tom Craddick
The House Legislative Black Caucus
The House Mexican American Legislative Caucus
The Texas Senate Hispanic Caucus

WORKFORCE AND SUPPLIER DIVERSITY FORM **WORKFORCE DIVERSITY**

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	12	8	4	7	4	0	0	1	0	0	0	0	0
Professionals	7	4	3	1	3	0	0	2	0	1	0	0	0
Technicians	10	10	0	8	0	1	0	1	0	0	0	0	0
Sales Workers	6	4	2	3	1	0	0	1	0	0	1	0	0
Office and Clerical	9	1	8	0	3	0	0	1	3	0	0	2	0
Craft Workers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0	0	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	0	0	0										
This Year Totals	44	27	17	19	11	1	0	6	3	1	3	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.

WORKFORCE AND SUPPLIER DIVERSITY FORM
HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT

Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement		Actual % for Previous FY	Actual % for Current FY	Percentage Change
Construction Contracts (3)			na	%
Commodities Contracts (4)			0.0244%	%
Other Services (5)			0.1014%	%
Professional Services Contracts (6)			0.1852%	%
Major Equipment (7)			na	%
Other (8)			na	%

(1) **HUB** -- Pursuant to Texas Government Code § 481.191(4), 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.

(2) **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.

(3) **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.

(4) **Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

(5) **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.

(6) **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.

(7) **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.

(8) **Other** -- Any commodity or service not covered by the above categories.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

- (1) Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:**

Tex-Link is committed to a diverse workforce in all personnel actions, including, but not limited to, recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, pay rates and fringe benefits. The Company recruits hires, trains, promotes into all job levels the most qualified persons from within the community it serves.

Tex-Link has and will continue to purchase goods and services based on price, quality and availability to suppliers as needed. Tex-Link will give small and historically underutilized businesses additional consideration in choosing a vendor.

- (2) Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:**

This past year Tex-Link was forced down-size its workforce from 80 employees to forty-four employees has not hired personnel. In down-sizing, Tex-Link based the layoffs entirely on job function without considering the gender or ethnic status of the employees to be terminated.

Tex-Link strives to be fair, objective and non-discriminatory in choosing vendors basing its choice on competitive price, quality and availability.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

- (3) Describe the initiatives, 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:**

Tex-Link will continue to adhere to its employment diversity plan to identify qualified candidates both from within the company and from the community in which we are located. We will strive to maintain a diverse workforce emphasizing such diversity in its recruitment activities and its internal placements and promotions.

Tex-Link will purchase goods and services based on price, quality and availability with a special consideration given to small or historically underutilized businesses.

- (4) State the specific progress made under the plan filed by the utility:**

Tex-Link in 2004 was forced to downsize its workforce. As opportunities to hire arise in the coming year, Tex-Link will continue to observe a non-discrimination policy in its recruiting and hiring processes to promote a diverse workforce. Tex-Link procures goods and services based on price, quality and availability with special recognition given to small and historically underutilized businesses when such businesses can be identified.