

Control Number: 30240



Item Number: 110

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TELEPHONE 940-886-2217
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VERNON, TEXAS 76385-2128

MANAGER
DENNIS RAINES

Celebrating More Than 50 Years of Quality Service

December 22, 2004

Ms. Cathy Hightower
Filing Clerk
Public Utility Commission of Texas
1700 N. Congress Avenue
Austin, TX 78701

RECEIVED
04 DEC 28 AM 9:12
PUBLIC UTILITY COMMISSION
FILING CLERK

RE: Project No. 30240 – Annual Progress Report on Five-Year Plan to Enhance Supplier and Workforce Diversity for Santa Rosa Telephone Cooperative, Inc.

Dear Ms. Hightower:

Pursuant to §26.85(e), enclosed for filing are four (4) copies of the Annual Progress Report on the implementation of the Five-Year Plan to Enhance Supplier and Workforce Diversity. This filing is being made in Project 30240 as the project designated for the report.

Consistent with the requirements of the approved rule, copies of this report are also being provided to: (1) The Governor; (2) Lieutenant Governor; (3) Speaker of the House; (4) Legislative Black Caucus; (5) Mexican American Legislative Caucus.

An extra copy of the transmittal letter has been included and we request that you please file-date stamp the extra copy and return it to us for our files. If you have any questions concerning this report, Don Pittman is serving as our contact person and may be contacted at 940-886-2217.

Sincerely,

Don Pittman,
Asst. General Manager

Cc w/attachment The Honorable Rick Perry
 The Honorable David Dewhurst
 The Honorable Tom Craddick
 The Texas Legislative Black Caucus
 The Mexican American Legislative Caucus

I acknowledge receipt of an original and four copies of the 2004 fifth year plan, of the Five Year Plan to Enhance Workforce Diversity as required by PURA Section 52.256 for Santa Rosa Telephone Cooperative, Inc.

Received by: _____

Title: _____

Date: _____



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PUC Project 30240

WORKFORCE AND SUPPLIER DIVERSITY FORM

Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:

Standing true to our mission statement, "It shall be the aim of Santa Rosa Telephone Cooperative, Inc. to provide dependable area-wide telephone service on the Cooperative plan and at the lowest cost consistent with sound economy and good management." Santa Rosa Telephone Cooperative has remained committed to increasing the work opportunities for small and historical underutilized businesses.

Staying compliant to the Public Utility Regulatory Act Section 52.25(b) and Public Utility Commission Project No. 30240, Santa Rosa Telephone Cooperative, Inc.; has hereby completed its fifth year in a Five-Year Plan to Enhance Workforce and Diversity. While utilizing the workforce and small and historical underutilized businesses in our community and out lying communities, Santa Rosa has continued to, remain committed to our plan and communities.

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

During this time when the economy is slow and times are hard Santa Rosa Telephone Cooperative was able to increase its workforce by 7%, based on full time employment. Santa Rosa continues to use resources, such as local, county, state and educational organizations, to recruit new employees. Santa Rosa strives to recruit and train persons, with skills to enhance our cooperative and our community.

Serving rural areas as Santa Rosa Telephone does, utilizing historical/underutilized businesses (HUBs) are a must for our cooperative. As much as possible Santa Rosa purchases merchandise from within the communities it serves. There are those times although, that rural areas cannot provide telecommunication equipment and products; therefore, Santa Rosa does have to purchase products outside our service area. When having to purchase out side the service area, Santa Rosa Telephone tries to always consider the qualifications of the business, from which it is purchasing.

The following exhibits include information that is currently reported and on file with the appropriate state and federal agency. Exhibit one (1) constitutes the current status of Santa Rosa Telephone Cooperative's workforce diversity. This report is reported to the Federal Communications Commission (FCC) and/or Equal Employment Opportunity Commission (EEOC). Exhibit two (2) outlines the procurement amounts expended with businesses meeting the definitions or certified by the state of historically underutilized businesses (HUBs) and businesses that are non-HUB businesses, but meet the definition of small business as defined in the Texas Government Code. Exhibit three (3) includes figures as reported to the Public Utility Commission of Texas. A copy of the official HUB report is attached for your reference.

With a workforce, diverse in men and women from our community and surrounding communities, Santa Rosa contributes its success to utilizing and supporting small and underutilized businesses within the communities.

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:

By identifying local organizations with small business membership; as well as, continued involvement in local, county, state, and educational organizations in our area, and continuing to be an active member within the communities serviced by Santa Rosa Telephone Cooperative, Santa Rosa will continue to enhance employment and purchasing opportunities.

As a group and individually Santa Rosa's directors, management and employees are dedicated to contributing to our communities both by business and personal efforts. A continued goal of Santa Rosa Telephone Cooperative is to always assist the historically and underutilized businesses in our area.

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

Santa Rosa has seen progress by being able to hire and train local individuals and assisting in the increase of the rural economy both locally and within the surrounding area. Santa Rosa has as well been able to bring persons from larger cities to the rural area and back home to work, this also contributing to the growth of rural America.

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

SANTA ROSA TELEPHONE COOPERATIVE, INC
P.O. BOX 2128
VERNON, TX 76385

Check here if this is a change of address.

2. Year Report Filed
2005

3. Reporting Period (Ending Date of Pay Period Covered by Report)
AS OF DECEMBER 20, 2004

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 all sections)

SECTION II - Full-Time Employees. Consider as full-time employees all those working 30 hours or more per week.

JOB CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	TOTAL	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	
Officials and Managers	6	4	2					4					2
Professionals	0	0	0										
Technicians	0	0	0										
Sales	0	0	0										
Office and Clerical	20	4	16				1	3				2	14
Craft Workers (skilled)	29	29					3	26					
Operatives (semiskilled)	0	0	0										
Laborers (unskilled)	0	0	0										
Service Workers	0	0	0										
TOTAL	56	38	18				4	34				2	16
Previous Year's Total (if any)	49	31	18				2	29				1	17

SECTION III – Part-Time Employees

JOB CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	TOTAL	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	
Officials and Managers	0	0	0										
Professionals	0	0	0										
Technicians	0	0	0										
Sales	0	0	0										
Office and Clerical	2	0	2									1	1
Craft Workers (skilled)	7	7						7					
Operatives (semiskilled)	0	0	0										
Laborers (unskilled)	0	0	0										
Service Workers	0	0	0										
TOTAL	9	7	2					7				1	1
Previous Year's Total (if any)	5	4	1				1	3				1	

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

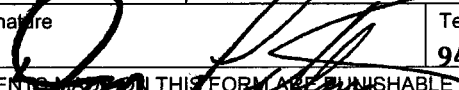
JOB CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	TOTAL	MALE	FEMALE	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
White Collar													
Production													

SECTION V – Report of Discrimination Complaints Pursuant to 47 CFR 21.307, 22.321, and 23.55

- This is to advise the Commission that no complaints regarding violations of the 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 involved, date filed, courts or agencies before which the matter has been heard, file number or other designation, and current status or disposition.)

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 12-22-04	Typed or Printed Name of Person Signing DON PITTMAN, ASST GM	Signature 	Telephone No. 940-886-2217
Title of Person Signing ASST. GENERAL MANAGER		WILLFULLY FALSE STATEMENTS MADE IN THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (18 U.S.C. 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (47 U.S.C. 312 (A)(1)) AND/OR FORFEITURE (47 U.S.C. 503).	

**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	6	4	2	4	2								
Professionals	1	1	0	1									
Technicians	0	0	0	0									
Sales Workers	0	0	0										
Office and Clerical	20	4	16	3	14			1	2				
Craft Workers (Skilled)	29	29	0	26			3						
Operatives (Semi-skilled)	0	0	0	0									
Laborers (Unskilled)	0	0	0										
Service Workers	0	0	0										
Previous Year Totals	49	31	18	29	17	0	0	2	1	0	0	0	0
This Year Totals	56	38	18	34	16	0	0	4	2	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.