



Control Number: 30240



Item Number: 1917

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December 28, 2011

Public Utility Commission of Texas
Attn: Filing Clerk
1701 N. Congress Avenue
Austin, Texas 78701

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PUBLIC UTILITY COMMISSION
FILING CLERK

Re: Project No. 30240: Annual Progress Report of Workforce and Supplier Contracting Diversity for Guadalupe Valley Telephone Cooperative, Inc.

Attn: Filing Clerk

Pursuant to Substantive Rule 26.85 (e), enclosed for filing are four (4) copies of the Annual Progress Report of Workforce and Supplier Contracting Diversity.

We are also sending copies to: (1) the Governor; (2) the Lieutenant Governor; (3) the Speaker of the House; (4) the Chair of the Texas Senate Hispanic Caucus; (5) the Chair of the Mexican-American Legislative Caucus; and, (6) the Chair of the Legislative Black Caucus.

If there are any questions or concerns, please contact me at 830-885-8278 or Debbie.kubenka@gvtc.net.

Sincerely,

Debbie Kubenka
Mgr – Tariffs & Settlements
Guadalupe Valley Tel. Coop., Inc.

1917

WORKFORCE AND SUPPLIER DIVERSITY FORM - 2011
Guadalupe Valley Telephone Cooperative, Inc.
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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		42	29	13															
Professionals		24	12	12															
Technicians		45	34	11															
Sales Workers		7	5	2															
Office and Clerical		45	3	42															
Craft Workers (Skilled)		40	40	0															
Operatives (Semi-skilled)		6	5	1															
Laborers (Unskilled)		7	7	0															
Service Workers		3	1	2															
Previous Year Totals		223	138	85															
This Year Totals		219	136	83															

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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Construction Contracts (3)	1.1400%	0.8500%	-25.44%
Commodities Contracts (4)	0.4500%	0.1500%	-66.67%
Other Services (5)	0.2200%	0.3700%	68.18%
Professional Services Contracts (6)	1.9800%	1.5900%	-19.70%
Major Equipment (7)	0.0120%	0.0176%	46.67%
Other (8)	0.0200%	0.0070%	-65.00%

(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.

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

Guadalupe Valley Telephone Cooperative, Inc. continues to be proud of its past record to enhance workforce diversity. GVTC has been and will continue to demonstrate the desire to continue moving in a direction that increases the diversity of the workforce and increase the amount of business GVTC does with small and underutilized businesses.

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 telecommunications services 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 goals 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.

GVTC strives to be successful in meeting the commitment to employing a diverse workforce and utilizing small and historically underutilized businesses. The following are specific activities that we feel are instrumental to the Cooperative in order to achieve those initiatives:

We continue to post all job opportunities on the GVTC website plus additional recruiting websites.

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 both on and off site.

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.

Employees of the Cooperative are very active in the GVTC Foundation which supports local organizations and communicates through these organizations employment opportunities and contract for goods and services.

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

GVTC feels that we have a very good working relationship with our vendors/suppliers and because of our footprint and size it provides us with bargaining power that encourages companies to compete for our business. Whenever possible, GVTC has contracted with local businesses to provide goods and services and makes every effort to seek out small, underutilized vendors.

GVTC makes all attempts when filling positions to promote from within or if possible to hire locally. GVTC ensures that the most qualified candidate is hired for all positions regardless of race or gender.

(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:

For the upcoming year, Guadalupe Valley Telephone Cooperative, Inc. will continue to make every effort to diversify its workforce as needed. We will continue to provide training for existing employees to strengthen our core workforce. GVTC will also continue to use small underutilized businesses when possible for contracting purposes.

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

As shown in the Workforce Diversity Form attached with this filing, GVTC continues to make strides every year in employing a diverse workforce and ensuring that we provide an atmosphere which encourages all employees to stay. GVTC also has strove to maintain supplier/vendor diversity during 2011.