



Control Number: 30240



Item Number: 2074

Addendum StartPage: 0



December 26, 2012

Public Utility Commission of Texas
Filing Clerk
1701 N. Congress Avenue
P. O. Box 13326
Austin, TX 78711-3326

RE: §26.85 - Annual Report-Workforce & Supplier Diversity - Project 30240
§26.79 - Equal Opportunity Report

Enclosed are an original and four copies of South Plains Telephone Cooperative, Inc.'s Annual Report on Workforce Diversity pursuant to P.U.C. Substantive Rule 26.85.

Also enclosed, are five copies of FCC 395 Common Carrier Annual Employment Report for 2012. This will satisfy the reporting requirements of §26.79, Equal Opportunity Report.

If you have any questions, please contact me at 806-763-2301.

Sincerely,

Scotty Hart
CEO/General Manager

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	8	6	2	5	1			1	1					
Professionals	2	1	1	1	1									
Technicians	1	1	0	1										
Sales Workers	0	0	0											
Office and Clerical	9	1	8		6			1	2					
Craft Workers (Skilled)	5	5	0	4		1								
Operatives (Semi-skilled)	3	2	1	2	1									
Laborers (Unskilled)	0	0	0											
Service Workers	15	15	0	11				4						
Previous Year Totals	45	31	14	25	10	1	0	5	4	0	0	0	0	
	43	31	12	24	9	1	0	6	3	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.

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)		0.0000%	1.4000%	1.40%
Commodities Contracts (4)		0.0000%	0.8000%	0.80%
Other Services (5)		23.0000%	35.7000%	12.70%
Professional Services Contracts (6)		10.0000%	23.8000%	13.80%
Major Equipment (7)		16.0000%	16.9000%	0.90%
Other (8)		49.0000%	21.2000%	<27.8%>

(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:

- A. Employ a diverse workforce emphasizing local community employment. Initiatives related to this objective are listed below:
1. Continue the current hiring practices that have been very successful in achieving work force diversity.
 2. Identify local organizations with minority membership emphasis and communicate through these organizations employment opportunities with the Cooperative.
 3. Identify local organizations with female membership emphasis and communicate through these organizations employment opportunities with the Cooperative.
 4. Provide workforce diversity related employee training.
 5. Offer available work-related training to employees.
 6. Offer available advancement opportunities to employees.
- B. Utilize historically underutilized businesses (HUBs) in the procurement of goods and services, emphasizing local community service providers. Initiatives related to this objective are listed below.
1. Identify local organizations with minority business membership emphasis and participate or communicate through these local organizations business opportunities with the Cooperative.
 2. Identify local organizations with female-owned business membership emphasis and participate or communicate through these local organizations business opportunities with the Cooperative.
 3. Post contracting opportunities with local community media.
- C. Utilize small businesses other than HUB small businesses in the procurement of goods and services. Initiatives related to this objective are listed below.
1. Identify local organizations with small business membership emphasis and participate or communicate business opportunities available with the Cooperative.
 2. Post contracting opportunities with local community media.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

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

South Plains is proud of its record to enhance the diversity of our workforce and the utilization of small and historically underutilized businesses where available and when appropriate in the communities we serve.

South Plains, as a small, rural telephone company, must recognize our fiduciary duty and responsibility to our members to make good, sound economic policy decisions as well as our community responsibility to purchase goods and services within our own communities when possible and employ a workforce that corresponds to the diversity of those we serve.

(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:

As SPTC requires additional employees, it will utilize the hiring practices outlined in this report to fill any vacant positions, with the overarching goal of maintaining a diverse work force.

South Plains Telephone Cooperative, Inc. continues to focus on developing relationships with suppliers and professional services providers that are small, and historically underutilized businesses operating in our community. We continue to operate under the philosophy of sound, economic decisions as well as our community responsibility to purchase goods and services within our communities, when possible.

South Plains Telephone Cooperative continues to perform its construction projects with in-house employees.

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

The workforce diversity report for year-end 2012 reflects the results of the efforts and the focus of the South Plains Telephone Cooperative's (SPTC) plan to enhance workforce diversity. South Plains is a small local exchange provider with only forty-three employees and twenty-three per cent of our work force is represented by minorities, including: three minority employees who hold supervisory and executive leadership positions.

South Plains Telephone Cooperative continues to perform its construction projects with in-house employees.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

Public Utility Commission of Texas
Attn: Filing Clerk
1701 N. Congress Avenue
Austin, Texas 78701-1494

Governor's Office
P. O. Box 12428
Austin, TX 78711-2428

Lt. Governor's Office
P. O. Box 12068
Austin, TX 78711-2068

Texas House of Representatives
Attn: Speaker of the House of Representatives
P.O. Box 2910
Austin, TX 78768-2910

The Honorable Sylvester Turner
The Texas Legislative Black Caucus
P.O. Box 2910
Austin, Texas 78768-2910

Representative Trey Martinez-Fischer
Mexican-American Legislative Caucus
202 W. 13th Street
Austin, TX 78701

The Honorable Carlos Uresti
Texas Senate Hispanic Caucus
P. O. Box 684754
Austin, TX 78768

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
 South Plains Telephone Cooperative, Inc
 P O Box 1379
 Lubbock, TX 79408

2. Year Report Filed
 2012

3. Reporting Period (Ending Date of Pay Period Covered by Report)
 3/23/12

4. Number of Full-Time Employees during Selected Reporting Period (check one):
 a. ☐ Fewer than 16 (complete Sections I, IV, and V only)
 b. ☒ 16 or more (complete all sections)

☐ Check here if this is a change of address.

SECTION II - Full-Time Employees.

Job Categories	Number of Employees (Report employees in only one category)															Total Columns A - N	
	Race/Ethnicity																
	Hispanic or Latino		Male								Not-Hispanic or Latino						Female
			White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races			
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Executive/Senior Level Officials and Managers	1.1			1												1	
Firs/Mid-Level Officials and Managers	1.2	1	1	4						1						7	
Professionals	2			1						1						2	
Technicians	3	1		3												4	
Sales Workers	4															0	
Administrative Support Workers	5	1	2	1						7						11	
Craft Workers	6			4	1											5	
Operatives	7	3		8												11	
Laborers and Helpers	8															0	
Service Workers	9															0	
TOTAL	10	6	3	22	1	0	0	0	0	9	0	0	0	0	0	41	
PREVIOUS YEAR TOTAL	11	3	5	26	1					10						45	

SECTION III - Part-Time Employees.

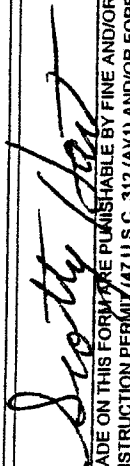
Job Categories	Number of Employees (Report employees in only one category)																Total Columns A - N
	Race/Ethnicity																
	Hispanic or Latino		Not-Hispanic or Latino														
			Male				Female										
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races			
A	B	C	D	E	F	G	H	I	J	K	L	M	N				
Executive/Senior Level Officials and Managers	1.1														O		
First/Mid-Level Officials and Managers	1.2														0		
Professionals	2														0		
Technicians	3														0		
Sales Workers	4														0		
Administrative Support Workers	5								I						0		
Craft Workers	6														I		
Operatives	7														0		
Laborers and Helpers	8														0		
Service Workers	9														0		
TOTAL	10	0	0	0	0	0	0	0	I	0	0	0	0	0	I		
PREVIOUS YEAR TOTAL	11								I						3		

SECTION IV - Report of Discrimination Complaints Pursuant to 47 CFR 22.321, 23.55, 90.169, 101.4, and 101.311.

- ☒ 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 V - Certification

I certify that to the best of my knowledge, information, and belief, all statements in this report are true and correct.

Date 4-18-2012	Typed or Printed Name of Person Signing Scotty Hart	Signature 	Telephone No. (806) 763-2301
Title of Person Signing CEO/GM		WILLFULLY FALSE STATEMENTS MADE ON 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).	