



Control Number: 30240



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Cap Rock Telephone Cooperative, Inc.

2013 DEC 30 PM 2:18 P.O. BOX 300 • SPUR, TEXAS 79370
(806) 271-3336 FAX (806) 271-3601

PUBLIC FILING OFFICE

ANNUAL PROGRESS REPORT ON FIVE-YEAR PLAN TO ENHANCE SUPPLIER AND WORKFORCE DIVERSITY FOR THE PERIOD ENDING SEPTEMBER 30, 2013 PUC PROJECT # 30240

Under the PUC's Substantive Rule 26.85 – Report of Workforce Diversity and Other Business Practices Cap Rock Telephone Cooperative, Inc. offers the following progress report on the Five-Year Plan to Enhance Supplier and Workforce Diversity.

The Initiatives identified in the five-year plan included:

- A. Maintaining a commitment to employ a diverse workforce with extreme emphasis placed on recruiting, training, and employing individuals with the needed abilities/ aptitude from within the local community.
- B. Striving to utilize historically underutilized businesses (HUBs) for the procurement of goods and services, especially when the HUB is located within our local or surrounding communities.
- C. Utilizing small businesses other than those defined as HUBs in the procurement of goods and services.

Cap Rock continues to maintain a diverse work force. Approximately 39% of our workforce is made up of female and minority workers. (Attached is a copy of our FCC 395 Annual Report filed in April 2013). We are very pleased with the diverse and capable work force we employ. Our area, as well as many rural areas in Texas, has a difficult time attracting and recruiting workers from other job markets. The majority of our work force is filled from local areas with Cap Rock providing work-related training to our employees.

The Cooperative emphasizes utilizing and promoting local or surrounding area businesses and economic growth, and Cap Rock continues to patronize small local businesses whenever possible. Many of the small local businesses qualify as HUBs. In the rural area in which we operate it is difficult to find providers of the required goods and services. The identification and tracking of HUBs is labor intensive and costly to our company. However, it provides data we can analyze to determine if we are meeting our objectives. (Attached is a copy of Cap Rock's HUB Use Report)

Cap Rock is proud of its efforts to enhance workforce and supplier diversity. Over the past several years, we have seen improved statistics in our workforce numbers and progress in the amount of business we do with small and historically underutilized businesses. However, the management of Cap Rock will continue to seek opportunities to make progress in the areas of diversifying the workforce and utilizing the products and services of small and historically underutilized businesses.

2253

COMMON CARRIER ANNUAL EMPLOYMENT REPORT

[Please read instructions before completing and for Notice regarding public burden.]

SECTION 1 - General Information

1. Name and Mailing Address of Respondent

Cap Rock Telephone Cooperative, Inc.

P.O.Box 300

Spur, TX 79370-0300

2. Year Report Filed

2013


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


BOOKS

3/31/2013

4. Number of Full-Time Employees during Selected Reporting Period (check one):

a. ☐ Fewer than 16 (complete)

a.  Fewer than 16 (complete Sections)

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		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		
Executive/Senior Level Officials and Managers	1.1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
First/Mid-Level Officials and Managers	1.2			5						3						1
Professionals	2			0												8
Technicians	3			7												0
Sales Workers	4			0												7
Administrative Support Workers	5	1	1	1						9						0
Craft Workers	6			5												12
Operatives	7	1		3												5
Laborers and Helpers	8			0												4
Service Workers	9	1														0
TOTAL	10	3	1	22	0	0	0	0	0	12	0	0	0	0	0	38
PREVIOUS YEAR TOTAL	11	2	1	25						13						41

SECTION III - Part-Time Employees.

Job Categories	Number of Employees (Report employees in only one category)														
	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
	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														0
Craft Workers	6														0
Operatives	7														0
Laborers and Helpers	8														0
Service Workers	9														0
TOTAL	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PREVIOUS YEAR TOTAL	11	1													1


SECTION IV - Report of Discrimination Complaints Pursuant to 47 CFR 22.321, 23.55, 90.168, 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	05/14/2013	Typed or Printed Name of Person Signing	Signature	Telephone No.
		Jim Whitefield		(806) 271-3336
Title of Person Signing			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).	
Executive Vice President & General Mgr.				



Cap Rock Telephone Cooperative, Inc.

P.O. BOX 200 • SPUR TEXAS 79376
(806) 271-3336 FAX (806) 271-3601

December 27, 2013

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

Attn: Filing Clerk
PUC Project # 30238

Dear Sir or Madam

Enclosed please find the 2013 Small Utilities HUB Use Report for Cap Rock Telephone Cooperative, Inc. This report should meet the requirements of Substantive Rule 26.80 and the recently adopted changes. Please stamp the extra copy of the report and return it in the enclosed envelope. We are also enclosing four extra copies of this report per instructions from your office.

To determine whether or not a vendor is considered a HUB, we mailed out the enclosed "Business Certification" form and used the vendor response. If no response was received from a vendor, the amount was put in the "Total Unknown Status" category.

If I can be of further assistance, please feel free to call.

Sincerely,

Lisa Paschall

SMALL UTILITIES HUB USE REPORT (purchases outside Texas)
 Utility: Cap Rock Telephone Cooperative, Inc.

MIBE 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
	Female	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0
Asian American	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0
Hispanic American	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0
Native American	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0
MIBE Total (Male/Female/Minority)		0	0	0	0	0	0	0
WBF Total (Non-Minority Female)		0	0	28,118	0	0	0	28,118
Total MIBF & WBF Procurement		0	0	28,118	0	0	0	28,118
Total Unknown Status Procurement (1)		0	0	0	0	0	992,353	992,353
Total Non-Fuel Procurement (2)		2,872,207	25,967	0	174,407	0	1,156	3,073,737
<div style="display: flex; justify-content: space-between;"> <div> Total Fuel and Purchased Power Procurement (electric only) Total Non-Fuel, Fuel, and Purchased Power Procurement </div> <div> Total Utility Purchases 3,073,737 </div> </div>								

Reporting Period: Oct 1, 2012 to Dec 31, 2013
 Address: PO Box 300
 City: Spar
 State: TX Zip: 79370
 Contact person: Lisa Paschall
 Phone: 806.371.3346 Fax: 806.27

To be filed by a utility which has more than 1,000 customers in a state other than Texas, or which purchases more than 10% of its goods and services from vendors not located in Texas.

SMALL UTILITIES HUB USE REPORT (Texas purchases)
Utility: Cap Rock Telephone Cooperative, Inc.

WBE Procurement		Construction	Commodities	Other Services	Professional	Major Equipment Expenditures	Other	Total HUB
		Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
African American	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0
Asian American	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0
Hispanic American	Male	0	0	0	0	0	0	0
	Female	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0
Native American	Male	0	0	983	0	0	0	983
	Female	0	0	0	0	0	0	0
Total		0	0	983	0	0	0	983
WBE Total (Male Female Minority)		0	0	983	0	0	0	983
WBE Total (Non-Minority Female)		0	0	0	0	0	14,730	14,730
Total WBE & WBE Procurement		0	0	983	0	0	14,730	15,713
Total Unknown Status Procurement (1)		0	0	0	0	0	645,645	645,645
Total Non-Fuel Procurement (2)		9,576	43,121	4,859	32,924	0	178,327	268,768
Total Utility Purchases								0
Total Fuel and Purchased Power Procurement (electric only)								268,768

(1) A vendor for whom HUB status is not directly known.
(2) Expenditures for goods and services that are not directly purchased from new expenditures for services such as legal and engineering fees.