



Control Number: 30240



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## Cap Rock Telephone Cooperative, Inc.

P.O. BOX 300 • SPUR, TEXAS 79370  
(806) 271-3336 FAX (806) 271-3601

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PUBLIC UTILITY COMMISSION  
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### **ANNUAL PROGRESS REPORT ON FIVE-YEAR PLAN TO ENHANCE SUPPLIER AND WORKFORCE DIVERSITY FOR THE PERIOD ENDING SEPTEMBER 30, 2014 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 41% of our workforce is made up of female and minority workers. (Attached is a copy of our FCC 395 Annual Report filed in April 2014). 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.

2385'

FEDERAL COMMUNICATIONS COMMISSION  
Washington, DC 20554

Approved by OMB

3060-0076

Est. time per response  
1 hour

## 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☐ Check here if this  
is a change of  
address.

2 Year Report Filed

2014

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

3/31/2014

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)

## SECTION II - Full-Time Employees.

Job Categories		Number of Employees (Report employees in only one category)															
		Race/Ethnicity															
		Hispanic or Latino		Not-Hispanic or Latino													Total Columns A - N
				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	1												1		
First/Mid-Level Officials and Managers	1	2	5					3							8		
Professionals	2														0		
Technicians	3		7												7		
Sales Workers	4														0		
Administrative Support Workers	5	1	1					9							12		
Craft Workers	6		5												5		
Operatives	7	1	3												4		
Laborers and Helpers	8														0		
Service Workers	9														0		
TOTAL	10	2	22	0	0	0	0	12	0	0	0	0	0	0	37		
PREVIOUS YEAR TOTAL	11	3	1	22				12							38		

## SECTION III - Part-Time Employees.

Job Categories	Number of Employees (Report employees in only one category)														Total Columns A - N	
	Hispanic or Latino		Not-Hispanic or Latino										Total Columns A - N			
	Race/Ethnicity		Race/Ethnicity													
	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															0
First/Mid-Level Officials and Managers	1.2															0
Professionals	2															0
Technicians	3															0
Sales Workers	4															0
Administrative Support Workers	5								1							1
Craft Workers	6															0
Operatives	7															0
Laborers and Helpers	8															0
Service Workers	9	1														1
TOTAL	10	1	0	0	0	0	0	0	1	0	0	0	0	0	0	2
PREVIOUS YEAR TOTAL	11	0							0							0

## 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	05/16/2014	Typed or Printed Name of Person Signing	Jim Whitefield	Signature	<i>Jim Whitefield</i>	Telephone No.	(806) 271-3336
Title of Person Signing		Executive Vice-President & General Mgr.		WILLFUL 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).			

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

7

MBE 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
African American 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
Asian American 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
Hispanic American 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
Native American Female	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0
MBE Total (Male/Female Minority)	0	0	0	0	0	0	0
WBE Total (Non-Minority Female)	0	9,685	0	5,885	0	1,218	16,789
Total MBE & WBE Procurement	0	9,685	0	6,301	0	1,218	17,205
Total Unknown Status Procurement (1)	0	0	0	0	0	341,709	341,709
Total Non-Fuel Procurement (2)	58,343	40,638	4,859	341,309	238,528	35,138	718,815

**Total Fuel and Purchased Power Procurement (electric only)**  
**Total Non-Fuel, Fuel, and Purchased Power Procurement**  
 Total Utility Purchases  
**718,815**

(1) Vendors for whom HUB status is not directly known. (2) Expenditures for goods and services from vendors not including wages, benefits, and other non-negotiable goods and services such as taxes and postage. Includes MBE, WBE and

Reporting Period:  
 Address PO Box 300  
 City Spur

Oct 1, 2013 through Sep. 30, 2014

Reporting Date: December 23, 2014  
 Contact person: Lisa Paschall

State: TX Zip 79370  
 Phone: 806-271-3336 Fax: 806-271-3601

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

MBE 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	
African American 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	
Asian American 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	
Hispanic American 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	
Native American Female	0		0		0		0		0		0		0	
Total	0		0		0		0		0		0		0	
MBE Total (Male/Female Minority)	0		0		0		0		0		0		0	
WBE Total (Non-Minority Female)	0		0		0		0		0		0		0	
Total MBE & WBE Procurement	0		0		0		0		0		0		0	
Total Unknown Status Procurement (1)	0		0		0		0		0		0		511,546	
Total Non-Fuel Procurement (2)	142,865		367,179		0		14,716		0		0		1,438	

**Total Utility Purchases**  
**526,198**

**Total Fuel and Purchased Power Procurement (electric only)**  
**Total Non-Fuel, Fuel, and Purchased Power Procurement**  
**526,198**

(1) Vendors for whom HUB status is not directly known  
 (2) Expenditures for goods and services from vendors not including wages, benefits, and other non-negotiable goods and services such as taxes and postage. Includes MBE, WBE, and

Reporting Period: Oct 1, 2013 through Sep 30, 2014  
 Address: PO Box 300  
 City: Spur  
 State: TX Zip: 79370  
 Contact person: Lisa Paschall  
 Phone: 806.271.3336 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