



Control Number: 30240



Item Number: 2385

Addendum StartPage: 0



Cap Rock Telephone Cooperative, Inc.

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

RECEIVED
2014 DEC 29 AM 10:15
PUBLIC UTILITY COMMISSION
FILING CLERK

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'

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																Total Columns A - N
	Hispanic or Latino		Male										Female				
	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
First/Mid-Level Officials and Managers	1	1	5														8
Professionals	2																0
Technicians	3		7														7
Sales Workers	4																0
Administrative Support Workers	5	1	1														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	0	0	0	0	0	0	0	0	0	37
PREVIOUS YEAR TOTAL	11	3	22														38

SECTION III - Part-Time Employees.

Job Categories	Number of Employees (Report employees in only one category)														Total Columns A - N
	Hispanic or Latino		Race/Ethnicity										Not-Hispanic or Latino		
	Male	Female	Male					Female					Male	Female	
	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						0
Craft Workers	6														1
Operatives	7														0
Laborers and Helpers	8														0
Service Workers	9	1													0
TOTAL	10	1	0	0	0	0	0	0	1	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		Telephone No.	(806) 271-3336
Title of Person Signing	Executive Vice-President & General Mgr.		WILL FULLY FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (18 U.S.C. 1007) 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.

	Construction		Commodities		Other Services		Professional		Major Equipment		Other		Total HUB	
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
MBE Procurement														
African American Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
African American Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian American Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asian American Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic American Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic American Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Native American Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Native American Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MBE Total (Male/Female Minority)	0	0	0	0	0	0	416	0	0	0	0	0	0	416
WBE Total (Non-Minority Female)	0	9,685	0	5,885	0	1,218	0	0	0	0	0	0	0	16,789
Total MBE & WBE Procurement	0	9,685	0	6,301	0	1,218	0	0	0	0	0	0	0	17,205
Total Unknown Status Procurement (1)	0	0	0	0	0	0	0	0	0	0	0	0	0	341,709
Total Non-Fuel Procurement (2)	58,343	40,638	4,859	341,309	238,528	35,138	0	0	0	0	0	0	0	718,815
Total Fuel and Purchased Power Procurement (electric only)														0
Total Non-Fuel, Fuel, and Purchased Power Procurement														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-recognizable 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

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

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		0
Total Non-Fuel Procurement (2)	142,865		367,179		0		14,716		0		1,438		526,198

Total Fuel and Purchased Power Procurement (electric only)
Total Non-Fuel, Fuel, and Purchased Power Procurement
 Total Utility Purchases **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
 Reporting Date: 12-23-14
 Contact person: Lisa Patschall
 State: TX Zip: 79370
 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 in Texas.