



Control Number: 30240



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PUBLIC UTILITY COMMISSION
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December 22, 2004

Texas Public Utility Commission
Central Records
Post Office Box 13326
Austin, Texas 78711-3326

Re: Docket No. 30240 – 2004 Annual Progress Report on Workforce Diversity

Dear Sir or Madam;

Enclosed please find Westel Inc.'s ("Westel") required Workforce Diversity filing pursuant to the Texas Substantive Rule §26.85.

Westel is committed to continued enforcement of equal opportunity guidelines.

If you have any questions regarding this filing, please contact me at (512) 480-5500.

Respectfully Submitted,

Nick Tondre
Senior Vice President, Westel, Inc.

WORKFORCE AND SUPPLIER DIVERSITY FORM
WORKFORCE DIVERSITY
2004

NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR														
Occupational Categories	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	1	1	0	1	0	0	0	0	0	0	0	0	0	
Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sales Workers	18	10	8	3	3	3	0	4	4	0	0	0	1	
Office and Clerical	61	17	44	12	17	1	3	3	21	1	3	0	0	
Craft Workers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operatives (Semi-skilled)	3	3	0	2	0	1	0	0	0	0	0	0	0	
Laborers (Unskilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0	
Previous Year Totals	85	34	51	22	25	3	4	8	20	1	2	0	0	
This Year Totals	83	31	52	18	20	5	3	7	25	1	3	0	1	

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)		Status	Unknown	%
Commodities Contracts (4)		Status	Unknown	%
Other Services (5)		Status	Unknown	%
Professional Services Contracts (6)		Status	Unknown	%
Major Equipment (7)		Status	Unknown	%
Other (8)		Status	Unknown	%

(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:

For the past two years Westel has been utilizing Job Gusher as a means for the advertising and hiring of candidates for various administrative positions in Texas. Job Gusher is a recruiting program designed to introduce recent college graduates to potential employers.

Beginning in 2004 Westel started working with Texas Workforce Commission to hire recently unemployed candidates through "Work in Texas" and "Hire Texas". These are online job databases that fit jobseekers to employers.

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:

Of the eighteen new hires in 2004, two were hired as a result of the programs listed above. Due to the turnover in several departments we have found the use of temporary agencies to be a more successful way to fill positions.

(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:

Generally speaking, Westel has very low turnover. Therefore we do not have an immediate need to use these programs full-time. Westel will choose, whenever possible to participate in job fairs offered by Job Gusher. As our business expands in South Texas we foresee the need to hire more bilingual employees, and will utilize whatever resources that are available to hire qualified people.

WORKFORCE AND SUPPLIER DIVERSITY FORM COMPANY INITIATIVES

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

Given our recruiting needs, programs such as Job Gusher, "Work in Texas" and "Hire Texas" have given Westel many opportunities to hire a diverse and qualified workforce.