



Control Number: 30240



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COLEMAN COUNTY TELEPHONE COOPERATIVE, INC.

215 NORTH 2ND STREET
P. O. BOX 608
SANTA ANNA, TEXAS 76878

TELEPHONE 325-348-3124

FAX 325-348-3117

December 10, 2004

Ms. Anne Bowen
Filing Clerk
Public Utility Commission of Texas
1700 N. Congress Avenue
Austin, Texas 78701

RECEIVED
04 DEC 13 AM 11:28
PUBLIC UTILITY COMMISSION
FILING CLERK

RE: Project No. 30240 – Annual Progress Report on Five-Year Plan to Enhance Supplier and Workforce Diversity for Coleman County Telephone Cooperative, Inc.

Dear Ms. Bowen:

Pursuant to §26.85(e), enclosed for filing are four (4) copies of the Annual Progress Report on the implementation of the Five-Year Plan to Enhance Supplier and Workforce Diversity. This filing is being made in Project 30240 as the project designated for this report.

Consistent with the requirements of the approved rule, copies of this report are also being provided to: (1) the Governor; (2) Lieutenant Governor; (3) Speaker of the House; (4) Chair-Texas Legislative Black Caucus; (5) Mexican American Legislative Caucus (6) Senate Hispanic Caucus.

We have included an extra copy of the transmittal letter and request that you please file-date stamp this copy and return to us for our files. If you have any questions concerning this report, please contact Michael R. Walton at (325) 348-3124.

Sincerely,

Michael R. Walton
Manager

cc w/ attachment

The Honorable Rick Perry
The Honorable Tom Craddick
The Honorable David Dewhurst
The Texas Legislative Black Caucus
Mexican American Legislative Caucus
The Texas Senate Hispanic Caucus

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

- (1) Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:**

During the preceding year Coleman County Telephone Cooperative, Inc. has given special consideration to businesses that may be disadvantaged or underutilized, while at the same time, trying to patronize businesses in our local area. Even though we are a small company located in a very rural area, and may be somewhat limited in the number of available businesses with which we can work, we still make every effort to follow the guidelines that have been set forth.

**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:**

Coleman County Telephone Cooperative, Inc. has been quite successful in some areas, in particular, in being able to do business with female and/or minority-owned businesses. Since we are a small company, we typically have little or no turnover in employees. However, we recently moved the customer representatives of our subsidiary into our business office, which gives us a Hispanic bi-lingual customer representative on site. This has already been an asset on several occasions.

- (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:**

Coleman County Telephone Cooperative, Inc. will continue our established business relationships with underutilized businesses and will continue searching for new opportunities to do business with other small and/or underutilized businesses. Should the need arise for any new employees, we would make every effort to diversify our workforce with persons qualified in the particular job area where an employee was needed.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

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

Coleman County Telephone Cooperative, Inc. continues to make progress in the particular areas of suppliers for all types of products, advertising agencies, contractors for electrical work, and other services, such as contract labor and specialty jobs, including paving, building and grounds work, etc. We also have on-site a Hispanic bi-lingual employee of our subsidiary, who, although not a direct employee of the cooperative, has been a great asset.

WORKFORCE AND SUPPLIER DIVERSITY FORM **WORKFORCE DIVERSITY**

Professionals	0	0	0																
Technicians	1	1	0	1															
Sales Workers	0	0	0																
Office and Clerical	3	0	3		3														
Craft Workers (Skilled)	0	0	0																
Operatives (Semi-skilled)	5	5	0	5															
Laborers (Unskilled)	0	0	0																
Service Workers	0	0	0																
Previous Year Totals																			
	11	7	4	7	4														
This Year Totals	11	7	4	7	4	0	0	0	0	0	0	0	0	0	0	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)		100.0000%	100.0000%	0.00%
Commodities Contracts (4)		20.0000%	26.0000%	30.00%
Other Services (5)		83.0000%	69.0000%	-16.87%
Professional Services Contracts (6)		30.0000%	62.0000%	106.67%
Major Equipment (7)		30.0000%	15.0000%	-50.00%
Other (8)		75.0000%	59.0000%	-21.33%

(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.

SMALL UTILITIES HUB USE REPORT (Texas purchases)

Utility: Colleen County 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	3,907	25	17,096	5,870	86	0
Total Unknown Status Procurement (1)	0	0	0	0	0	0	0
Total Non-Fuel Procurement (2)	946,457	214,783	53,056	651,326	88,848	73,362	2,027,832
Total Fuel and Purchased Power Procurement (electric only)							Total Utility Purchases
Total Non-Fuel, Fuel, and Purchased Power Procurement							2,027,832

(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: P. O. BOX 608

City: SANTA ANNA, TX

Oct. 1, 2003 through Sep. 30, 2004

Reporting Date: DECEMBER 10, 2004

Contact person: JANICE FELLERS State: TX Zip: 76878

Phone: (325) 348-3124 Fax: (325) 348-3117