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PUBLIC UTILITY COMMISSION  
FILING CLERK

December 19, 2005

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

RE: Project 30240 – Annual Report on Workforce and Supplier  
Diversity for Tex-Link Communications, Inc.

Dear Madame or Sir:

Pursuant to Substantive Rule 26.85 enclosed please find 4 copies of the  
Workforce and Supplier Diversity Report for filing in the above named docket for  
Tex-Link Communications, Inc. (SPCOA 60050).

If you have any questions please contact me , please contact me a t (210) 892-  
4100.

Sincerely,

Katinka Howell  
Tex-Link Communications, Inc.  
3210 Cherry Ridge Drive, Suite D400  
San Antonio, Texas 78230  
(210) 892-4100

cc: The Honorable Rick Perry  
T. Governor David Dewhurst  
The Honorable Tom Craddick  
The House Legislative Black Caucus  
The House Mexican American Legislative Caucus  
The Texas Senate Hispanic Caucus

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CORPORATE HEADQUARTERS

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[texlink.com](http://texlink.com)

# **WORKFORCE AND SUPPLIER DIVERSITY FORM** **WORKFORCE DIVERSITY**

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	12	8	4	7	4	0	0	1	0	0	0	0	0	
Professionals	10	6	4	4	3	0	0	2	0	0	1	0	0	
Technicians	9	9	0	7	0	1	0	1	0	0	0	0	0	
Sales Workers	7	4	3	3	2	0	0	1	1	0	0	0	0	
Office and Clerical	8	1	7	0	3	0	0	1	3	0	1	0	0	
Craft Workers (Skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operatives (Semi-skilled)	0	0	0	0	0	0	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	44	27	17	19	11	1	0	6	3	1	3	0	0	
	46	28	18	21	12	1	0	6	4	0	2	0	0	
This Year Totals														

**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)	0.0000%	0.0000%	%
Commodities Contracts (4)	0.0244%	0.6000%	2360.00%
Other Services (5)	0.1014%	3.5900%	3438.71%
Professional Services Contracts (6)	0.1852%	4.1900%	2162.60%
Major Equipment (7)	0.0000%	0.0000%	%
Other (8)	0.0000%	0.0000%	%

(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:**

Tex-Link is committed to a diverse workforce in all personnel actions, including, but not limited to, recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, pay rates and fringe benefits. The Company recruits hires, trains, promotes into all job levels the most qualified persons from within the community it serves.

Tex-Link has and will continue to purchase goods and services based on price, quality and availability to suppliers as needed. Tex-Link will give small and historically underutilized businesses additional consideration in choosing a vendor.

- (2) Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:**

Tex-Link has made no significant additions to its employee base since 2004.

Tex-Link strives to be fair, objective and non-discriminatory in choosing vendors basing its choice on competitive price, quality and availability.

**WORKFORCE AND SUPPLIER DIVERSITY FORM  
COMPANY INITIATIVES**

- (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:**

Tex-Link will continue to adhere to its employment diversity plan to identify qualified candidates both from within the company and from the community in which we are located. We will strive to maintain a diverse workforce emphasizing such diversity in its recruitment activities and its internal placements and promotions.

Tex-Link will purchase goods and services based on price, quality and availability with a special consideration given to small or historically underutilized businesses.

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

As opportunities to hire arise in the coming year, Tex-Link will continue to observe a non-discrimination policy in its recruiting and hiring processes to promote a diverse workforce. Tex-Link procures goods and services based on price, quality and availability with special recognition given to small and historically underutilized businesses when such businesses can be identified.