



Control Number: 30240



Item Number: 56

Addendum StartPage: 0



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PUBLIC UTILITY COMMISSION
FILING CLERK

December 16, 2004

Filing Clerk
Public Utility Commission of Texas
1700 N. Congress Avenue
P.O. Box 13326
Austin, TX 78711-3326

RE: Project No. 30240 - Annual Report on Workforce and Supplier Diversity for
Nortex Communications

Dear Sir:

Pursuant to Substantive Rule 26.85, enclosed for filing are four (4) copies of the Annual Report on Workforce and Supplier 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 Senate Hispanic Caucus; (5) The House Legislative Black Caucus and (6) The House Mexican-American Legislative Caucus.

If you have any questions concerning this report, please contact Alan Rohmer at 940-759-2251.

Sincerely,

A handwritten signature in cursive script that reads "Alan Rohmer".

Alan Rohmer
Chief Financial Officer

cc w/ attachment

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

Nortex Communications Co.
205 North Walnut Street
P.O. Drawer 587
Muenster, Texas 76252

www.nortex.net
E-mail: info@nortex.net
Office: 940/759-2251
Fax: 940/759-5557

WORKFORCE AND SUPPLIER DIVERSITY FORM COMPANY INITIATIVES

Nortex Communications

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

Nortex Communications has remained active in community organizations such as local chambers of commerce, school and city government boards and others. Through these the people within the community become aware of employment opportunities at Nortex Communications.

Nortex Communications posted an open job position on several industry web sites or within their publications. This open position was also posted on the internet for positions available in the telecommunications field.

Nortex Communications continued its usual participation in various training activities conducted by industry groups such as Texas Statewide Telephone Cooperative, Inc., Texas Telephone Association, National Telephone Cooperative Association, Organization for the Promotion and Advancement of Small Telecommunications Companies and others. These training activities helped to further train its existing workforce and offers opportunities for development and advancement of existing employees.

Nortex Communication worked with its local community college to gain a grant to allow many of its employees to take work related training at the college to increase the skills of its employees giving them opportunities for promotion or advancement as well as encouraging employee retention.

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

The company's involvement in community organizations continues to be successful in making people aware that Nortex Communications is a company that offers a wide variety of employment opportunities for people with many different skills.

The posting of an open job position on industry web sites and also on the internet web sites for employment opportunities was very successful. The company received nearly a hundred resumes from people all over the country. The person eventually hired was among those who submitted resumes from the posting on the internet and was very well qualified.

The company training programs have also been very successful and popular. A very large percentage of employees have participated in this program and greatly increased their work skills and appear very pleased with the opportunity to participate. The company has seen productivity improvements and recognizes the additional skills being learned by its employees.

WORKFORCE AND SUPPLIER DIVERSITY FORM COMPANY INITIATIVES

Nortex Communications

- (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:**

Nortex Communications plans to remain active in local organizations to continue to make people aware of all the employment opportunities within the company. It will also be active in various statewide and national organizations within the telecommunications industry so people within the industry are familiar with the company should positions become available and advertized.

Nortex Communications will continue to participate in employee training at both the industry sponsored events as well as locally within the community college so that its current employees can continue to improve their skills and have opportunities for promotion and advancement.

As positions become available that may require skills that are not necessarily readily available within the local communities we serve, Nortex Communications will post these positions on industry and other web sites to have the opportunity to hire the most qualified candidates.

As a small rural independent telephone company, we recognize a fiduciary duty and responsibility to our customers and owners to make good, sound economic policy decisions as well as our community responsibility to purchase goods and services within our own communities when possible. By the very nature of the service area we serve, we are sometimes limited in the local availability of certain telecommunications equipment and products and must go outside our communities for these mandatory purchases. Therefore, when possible, the company contracts with local businesses to provide the goods and services that are available in our communities. Whenever otherwise possible, the company will seek to purchase or contract with small and historically underutilized businesses.

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

Nortex Communications has remained active in local organizations and served in several key leadership positions. The Company has posted a job opening for a key position within the Company on industry and other internet web sites to enhance opportunities for anyone to apply. Since the date of the FCC 395 report attached to this report, the Company has increased its female managers within the company by one and the total females within the Company has also increased by one while the number of male employees decreased by one. The other minorities within our work force has remained unchanged. The Company remains proud of its record on workforce diversity given is extremely low turnover of employees which was only two in 2004.

WORKFORCE AND SUPPLIER DIVERSITY FORM **HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT**

Construction Contracts (3)	0.0000%	0.0000%	%
Commodities Contracts (4)	5.9000%	8.1000%	37.29%
Other Services (5)	0.5000%	0.1000%	-80.00%
Professional Services Contracts (6)	1.7000%	2.1000%	23.53%
Major Equipment (7)	0.4000%	0.5000%	25.00%
Other (8)	0.5000%	0.4000%	-20.00%

(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: MUENSTER TELEPHONE CORP. OF TEXAS

MBE Procurement		Construction	Commodities	Other Services	Professional	Major Equipment	Other	Total HUB
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
African American Male	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
Asian American Male	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
Hispanic American Male	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
Native American Male	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
MBE Total	0	0	0	0	0	0	0	0
WBE Total	0	140,137	2,183	36,580	8,096	7,416	194,412	
Total MBE & WBE Procurement	0	140,137	2,183	36,580	8,096	7,416	194,412	
Total Unknown Status Procurement (1)	0	15,307	29,439	0	0	15,970	60,716	
Total Non-Fuel Procurement (2)	167,371	834,122	361,523	204,789	131,511	37,348	1,736,664	

Total Fuel and Purchased Power Procurement (electric only)

Total Non-Fuel, Fuel, and Purchased Power Procurement

Total Utility Purchases

0

1,736,664

(1) Vendors for whom HUB status is not directly known.

(1) Vendors for whom HUB status is not directly known.

Reporting Period:
 Address: P.O. BOX 587
 City: MUENSTER, TX 76252

Oct. 1, 2003 through Sep. 30, 2004

Reporting Date: 12/30/2004
 Contact person: RICHARD E. CORLEY

State: TX Zip: 76257
 Phone: 940-759-2251 Fax: 940-759-5557

COMMON CARRIER ANNUAL EMPLOYMENT REPORT

[Please read instructions before completing and for Notice regarding public burden.]

SECTION I - General Information

1. Name and Mailing Address of Respondent

MUENSTER TELEPHONE CORPORATION OF TEXAS
dba NORTEX COMMUNICATIONS
205 N WALNUT STREET
P O BOX 587
MUENSTER TX 76252

☐ Check here if
this is a change
of address.

2. Year Report Filed

2004

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

MARCH 27, 2004

4. Number of Full-Time Employees during Selected
Reporting Period (check one):

- a. ☐ Fewer than 16 (complete Sections I, V, and VI only)
b. ☒ 16 or more (complete all sections)

SECTION II - Full-Time Employees. Consider as full-time employees all those working 30 hours or more per week.

JOB CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	TOTAL	MALE	FEMALE	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
Officials and Managers	9	8	1					8					1
Professionals	2	1	1					1					1
Technicians	9	5	4					5					4
Sales	6	2	4					2					4
Office and Clerical	12	-	12					-					12
Craft Workers (skilled)	11	11	-					11					-
Operatives (semiskilled)	-	-	-										
Laborers (unskilled)	1	1	-				1						-
Service Workers	1	-	1				-	-					1
TOTAL	51	28	23				1	27					23
Previous Year's Total (if any)													

SECTION III – Part-Time Employees

JOB CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	TOTAL	MALE	FEMALE	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
Officials and Managers													
Professionals													
Technicians													
Sales													
Office and Clerical													
Craft Workers (skilled)													
Operatives (semiskilled)													
Laborers (unskilled)													
Service Workers													
TOTAL	0	0	0										
Previous Year's Total (if any)													

SECTION IV – On-the-Job Trainees. Report only employees enrolled in formal on-the-job training programs. The data below shall be also included in the figures for the appropriate occupational categories in Sections II and III.


JOB CATEGORY	ALL EMPLOYEES			MALE					FEMALE				
	TOTAL	MALE	FEMALE	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin	MINORITY-GROUP EMPLOYEES				White, not of Hispanic Origin
				Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic		Black, not of Hispanic Origin	Asian or Pacific Islander	Native American	Hispanic	
White Collar	0	0	0										
Production	0	0	0										

SECTION V – Report of Discrimination Complaints Pursuant to 47 CFR 21.307, 22.321, and 23.55

- ☒ 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 VI – Certification

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Date 04-20-2004	Typed or Printed Name of Person Signing ALAN L ROHMER	Signature 	Telephone No. 940-759-2251
Title of Person Signing CHIEF FINANCIAL OFFICER		WILLFULLY 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).	