



Control Number: 30240



Item Number: 900

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**PROJECT NO. 30240**

**NTS COMMUNICATIONS, INC.  
2007 ANNUAL WORKFORCE DIVERSITY REPORT**

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December 29, 2007

PUC Filing Clerk  
Public Utility Commission of Texas  
PROJECT NO. 30240  
1701 North Congress Avenue  
Austin, Texas 78711-3326

RE: 2007 Annual Workforce Diversity Form  
Project No. 30240

Dear Sir or Madam:

Attached are four copies of our 2007 Workforce Diversity Report. We have also sent a copy to each of the Legislative Contacts as listed on the Texas PUC website.

If you need anything further in this regard, please feel free to contact me at (806) 788-2951 or at [wendyl@ntscom.com](mailto:wendyl@ntscom.com).

Sincerely,

Wendy J. Lee, SPHR  
Director – Human Resources  
NTS Communications, Inc.  
5307 W. Loop 289  
Lubbock, TX 79414-1610

WORKFORCE AND SUPPLIER DIVERSITY FORM  
FOR ANNUAL PERIOD ENDING SEPTEMBER 30, 2007

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

Workforce: We have good diversity in our organization – we have a very diverse workforce. We are an Affirmative Action Employer, therefore we take proactive steps to be sure our employment ratios remain in line with the surrounding population. In order to continue to attract qualified minority applicants, we continued to do the following:

- Placed ads in the West Texas Hispanic News and other minority newspapers – this helped us to attract some bilingual employees for various departments.
- We posted our job openings on the Texas Workforce Commission Internet site. We felt this might help us reach more minorities, some veterans and possibly some applicants with some disabilities.
- We attended both semi-annual South Plains Job Fairs which are sponsored by the Texas Workforce Commission. They encourage their job applicants to attend the job fair and we were able to attract a good number of minority applicants.
- We have remained in contact with International Business College. A large percentage of their students are minorities or females. We have hired several of their student graduates and have also done several internships for them, sometimes hiring the interns once they complete their internship with us.
- We post all of our job openings internally through our e-mail system. This gives all of the females and minorities we have already working a chance to improve themselves by moving up on the job. We have a good percentage of minorities and females who get promoted through this avenue.
- We offer work-related training to all employees. This provides females and minorities a change to improve their skills, enabling them to have opportunities for advancement on the job.
- We have attended seminars about equal employment, diversity and ADA issues, etc.

Supplier: We have always done business with a good number of small businesses and businesses which are owned or controlled by women or minorities. In order to increase our use of such businesses, when we are looking to make a purchase, we have been making a point to contact such business to ask them if they would like to give us a quote. When we have received phone calls from such businesses, we have encouraged them to give us a quote to see if we could do business with them.

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

Workforce: We were able to attract a good number of minority candidates. We hired some good minority employees throughout the year as a direct result of doing these things. During the year ending September 30, 2007, we hired 72 employees. We hired 46 minorities (64% of all hires). We hired 35 females (49% of all hires). We feel our efforts and our respect for diversity have helped us to maintain a diverse workforce. We also hired several veterans throughout the year.

Supplier: We have used the small businesses and the HUB businesses when we felt they met our needs at a good price. We will continue to try to increase our use of such businesses.

**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:**

Workforce: We will continue to post our jobs on the TWC Internet site and to advertise in minority newspapers. We will continue to do the items listed in Number 1 above as well as other things we can find to increase the diversity of our workforce.

Supplier:

We will continue to contact small businesses and HUB's when we are making purchases. We will encourage small businesses or HUB's to contact us if they feel they have a service or product that might match our business needs.

**4. State the specific progress made under the plan filed by the utility:**

Workforce:

During the plan year ending September 30, 2007, we hired 72 employees. We hired 46 minorities (64% of all hires). We hired 35 females (49 of all hires). We feel our efforts and our respect for diversity have helped us to maintain a diverse workforce. We also hired several veterans throughout the year.

Supplier:

We have used the small businesses and the HUB businesses when we felt they met our needs at a good price. We will continue to proactively try to increase our use of such businesses.

**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 FOR 2007		Actual % for Previous FY	Actual % for Current FY	Percentage Change
Construction Contracts (3)		97.8900%	99.6100%	1.76%
Commodities Contracts (4)		50.9300%	55.5500%	9.07%
Other Services (5)		15.6600%	16.0300%	2.36%
Professional Services Contracts (6)		34.7100%	15.9100%	-54.16%
Major Equipment (7)		10.2600%	6.2300%	-39.28%
Other (8)		2.9400%	3.5300%	20.07%

(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.

CO= N539546  
U= N539546

**EQUAL EMPLOYMENT OPPORTUNITY**  
2007 EMPLOYER INFORMATION REPORT  
CONSOLIDATED REPORT - TYPE 2

**SECTION B - COMPANY IDENTIFICATION**

1. NTS COMMUNICATIONS INC  
5307 W LOOP 289  
LUBBOCK, TX 79414

2.a. NTS COMMUNICATIONS INC  
5307 W LOOP 289  
LUBBOCK, TX 79414

**SECTION C - TEST FOR FILING REQUIREMENT**  
1-Y 2-N 3-Y DUNS NO.:

**SECTION D - EMPLOYMENT DATA**

c. Y

**SECTION E - ESTABLISHMENT INFORMATION**  
NAICS:

JOB CATEGORIES	HISPANIC OR LATINO		NOT-HISPANIC OR LATINO												OVERALL TOTALS
	MALE	FEMALE	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	WHITE	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES	
EXECUTIVE/SR OFFICIALS & MGRS	0	0	2	0	0	0	0	0	1	0	0	0	0	0	3
FIRST/MID OFFICIALS & MGRS	1	1	27	2	0	0	0	0	11	0	0	0	0	0	42
PROFESSIONALS	0	0	3	0	0	0	0	0	1	0	0	0	0	0	4
TECHNICIANS	0	0	4	0	0	0	0	0	1	0	0	0	0	0	4
SALES WORKERS	1	0	8	0	0	0	0	0	23	0	0	0	0	0	5
ADMINISTRATIVE SUPPORT	13	29	24	2	0	0	0	0	58	5	0	0	0	0	32
CRAFT WORKERS	12	0	48	0	0	2	0	1	2	0	0	0	0	0	131
OPERATIVES	7	0	2	0	0	0	0	0	0	0	0	0	0	0	65
LABORERS & HELPERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9
SERVICE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	34	30	118	4	0	2	0	1	97	5	0	0	0	0	291
PREVIOUS REPORT TOTAL															351

SECTION 5

We have had a decrease in

**SECTION F - REMARKS**  
We have had a decrease in employees overall since last year due to changing business needs.

DATES OF PAYROLL PERIOD: 07/01/2007 THRU 07/13/2007  
CERTIFICATION

CERTIFYING OFFICIAL: JERRY HOOVER  
EEO-1 REPORT CONTACT PERSON: WENDY J. LEE, SPHR  
EMAIL: wendy@ntscom.com

TITLE: EXECUTIVE VICE PRESIDENT/CFO  
TITLE: HUMAN RESOURCES DIRECTOR  
TELEPHONE NO: 8067882951