

Office of the President  
Willis Holcombe Center  
Phone 954-201-7401  
Fax 954-201-7357

[www.broward.edu](http://www.broward.edu)

**BROWARD  
COLLEGE**

**Define yourself.**

To: Members of the Board of Trustees

From: J. David Armstrong Jr., President

Date: April 28, 2009

Place: Regular Meeting of the Board of Trustees  
Broward College  
Boardroom 1208, Building 33, Willis Holcombe Center  
111 East Las Olas Boulevard  
Fort Lauderdale, FL

Subject: Agenda Item VII-A-Part-Time Wellness Coordinator Position

This proposal for the creation of a part-time Wellness Coordinator position underwritten by the health plan surplus would allow the College to focus efforts on assertive wellness initiatives designed to increase early detection of chronic conditions, promote healthy lifestyle choices, and create programs that will improve health outcomes. The creation of this position in the Human Resources Benefits office was recommended by the thirteen-member health care task force as a way to reduce healthcare costs since wellness programs have been shown to pay for themselves over the course of five years if they can reduce risk factors by less than 0.2 percent. This position would be underwritten by the health plan surplus.

Dr. Edna Chun and Mr. Lloyd Rhodes will provide a short presentation on the benefits of such a program.

Board Agenda Approved: \_\_\_\_\_

Agenda Item: VII-A

Date: \_\_\_\_\_

Enclosure: \_\_\_\_\_

**BOARD OF TRUSTEES  
AGENDA TRANSMITTAL SHEET**

To: President

Date: 3/9/09

From: Dr. Edna Chun, Vice-President for Human Resources and Equity

**Issue:**


Part-time Wellness Coordinator Position

**Background/Analysis:**

The 13-member Broward College Health Plan Task Force consisting of administrators, professional technical staff and faculty, recommended the establishment of a part-time Wellness Coordinator to lead wellness initiatives for employees of the College. A designated Wellness Coordinator will allow the College to access the full potential benefits of wellness initiatives by creating a program that is well-researched, custom-designed, and cohesively integrated into the workplace culture. The Wellness Coordinator would be responsible for planning, implementing and evaluating the College's wellness program on a continuous basis.

**Fiscal Impact:** The salary for a part-time (30 hours/week) Wellness Coordinator is \$29,998, in addition to \$5,159.65 in retirement, social security and medicare benefits. The total cost is \$35,157.65. The cost of funding this position will be underwritten by the health plan surplus. It is projected that this investment would pay for itself in reduced future health costs.

\_\_\_\_\_  
Initiating Official

  
\_\_\_\_\_  
Vice President/Provost  
Dr. Edna Chun,  
Vice-President for Human Resources

**Staff Position:** Recommend approval.

**THIS RECOMMENDED ACTION MEETS THE FOLLOWING ELEMENT(S) OF THE COLLEGE'S MISSION STATEMENT:**

- |   |   |
|---|---|
| <input type="checkbox"/> Providing high quality educational programs                    | <input checked="" type="checkbox"/> Providing high quality services                     |
| <input type="checkbox"/> Providing for affordability to a diverse community of learners | <input type="checkbox"/> Providing for accessibility to a diverse community of learners |
| <input type="checkbox"/> Commitment to student achievement                              | <input type="checkbox"/> Commitment to lifelong learning                                |
| <input type="checkbox"/> Commitment to academic excellence                              | <input type="checkbox"/> Providing use of current technology                            |

**BRIEFLY DESCRIBE HOW THIS RECOMMENDATION ACHIEVES THE ABOVE ELEMENT(S) IN THE COLLEGE'S MISSION STATEMENT:**

Minority: Yes \_\_\_ No \_\_\_ N/A \_\_\_      Broward: Yes \_\_\_ No \_\_\_ N/A \_\_\_

# Broward College

**Job Title:** Wellness Coordinator  
**Reports to:** Benefits Manager  
**Time Req.:** Part-Time (30 hours per week)  
**Salary:** \$29,998.00

## **Objective:**

Under the direction of the Vice President of Human Resources and Equity and the College Benefits Manager, this position will develop and coordinate a Collegewide wellness program to improve the health and well-being of BC employees and dependents.

## **Essential Functions**

- Implements programs proven to be effective in promoting wellness and provides analysis on pre and post program implementation. Tracks results and recommends modification, changes, additions or cancellations to programs
- Analyzes complex benefits data using mainframe resources to prepare reports and design surveys
- Promotes wellness programming through employee communications, incentive campaigns and other activities to generate participation in the programs.
- Organizes and plans seminars on wellness-related topics
- Assists in the development of policies and procedures relevant to the operation of the HR/Benefits program. Produces benefits webpage content.
- Works with the College's healthcare committee to develop, implement and manage wellness programming
- Supervises and monitors progress of wellness programming through regular communication with program contacts
- Develops creative and unique strategies to integrate wellness initiatives into the overall culture of the College
- Works collaboratively with HR leadership team members on the integration of wellness strategies into existing HR programs
- Works collaboratively with the Holcombe Institute Wellness Associate on stress reduction programming

## **Knowledge, Skills and Abilities**

- Excellent written and verbal communication skills
- Highly proficient in computer applications including Microsoft Word, Excel and Powerpoint
- Strong analytical skills
- Strong organizational and time management skills
- Ability to multi-task and deliver results in short timeframes

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university required. Degree in health promotion/management, human resources management, business or public administration, or related field strongly preferred.
- At least one year of analytical health programming experience
- Nationally recognized certification in health and wellness preferred
- Background and experience in Human Resources and Benefits preferred
- Proven experience in data analysis using complex variables and involving monitoring and forecasting
- Demonstrated experience in working on both mainframe and PC platforms

AGENDA ITEM VII - A

APR 28 2009

ENCLOSURE \_\_\_\_\_