This is a wellness proposal written to present to the President of Austin Community College. The proposal brings together what appears to be the best lesson learned from previous work at ACC and what are currently best practices in wellness programming.
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ACC 2013 wellness proposal V4.0
ACC 2013 wellness proposal
**ACC 2013 Wellness Proposal**

**Benefits of a Wellness Program**

An institutionalized wellness program will have long reaching and lasting effects. The need to have a broad wellness program that offers a variety of classes, information, and tools to help guide staff to healthier lifestyle choices is important and must be seen as vital to the entire organization for success.

When a comprehensive wellness program is designed to facilitate change and create a culture of wellness, there would be expected decreases in modifiable health risks, decreases in medical/ healthcare costs, and reduction in leave due to illness. In the long term, ACC could see savings in expenses in a variety of budgeting areas.

Other benefits may be boosts in team morale, more focused and energized staff, and supporting the recruitment and retention of quality talent. Furthermore, ACC could see reductions in healthcare premiums and costs without reductions in coverage’s with a well-rounded, promoted, and run wellness program.

Several elements can help make this ACC Wellness program a success. First, there needs to be a plan for implementation, evaluation, assessment, improvements, and re-assessment. To ensure that we have a wellness program that is designed for ACC, we will need to continually show improvements by both analyzing the participation within the program, but also comparing that to expenses and medical costs incurred by the institution.
It is also vital that the program be planned thoroughly, there have been several previous attempts, and ACC must learn from those and plan accordingly to address those same challenges that were present previously and that may be present now. We also need to plan for the future and unexpected.

A wellness program rolled out in phased steps to support growth and demand is a priority. We must ensure that what we are doing is both what is needed and what is wanted while always being aware of our public accountability. Most important for a successful program is one that is supported with ongoing funding and administrative support through policies and procedures.

Wellness Program Goals

- Offer courses (fitness, nutrition, etc.)
- Offer workshops (stress, healthy eating, cooking, etc.)
- Wellness coaching and assessments
- Communicate information effectively
- Measure participation
- Report and analyze progress
- Increase team morale and engagement
History/ Current Developments at ACC

- Several previous attempts at creating a wellness program as early as 2007
  - Failed due to lack of support financially and staffing resources.
  - There are many different descriptions of why this has never succeeded, but the bottom line is that with bold leadership with both actions and support the future will be a success.

- Wellness headcount (unduplicated) *actual data pulled from Datatel

<table>
<thead>
<tr>
<th>Wellness Course offerings</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY2009</td>
<td>116</td>
</tr>
<tr>
<td>AY2010</td>
<td>492</td>
</tr>
<tr>
<td>AY2011</td>
<td>384</td>
</tr>
<tr>
<td>AY2012 (less U12)</td>
<td>188</td>
</tr>
</tbody>
</table>

(complete data available in (appendix 9))

- Employee fitness class headcount (unduplicated)
• Current wellness survey completed to support proposal. *(see appendix 3)*
  o 781 respondents
  o All 4 associations participated
  o Classes, seminars, lunch and learns are just a few of the broad requests
    - Physical, emotional, occupational wellness’ ranked as top 3 types of wellness desired

<table>
<thead>
<tr>
<th>Rank = 1</th>
<th>Overall %</th>
<th>AF</th>
<th>CLASS</th>
<th>FTF</th>
<th>PRFTC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical</td>
<td>46.9</td>
<td>44.7</td>
<td>47.9</td>
<td>42.7</td>
<td>50.9</td>
</tr>
<tr>
<td>Emotional</td>
<td>15.2</td>
<td>12.1</td>
<td>18.1</td>
<td>16.6</td>
<td>12.7</td>
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<tr>
<td>Occupational</td>
<td>13.2</td>
<td>15.2</td>
<td>16.4</td>
<td>11.1</td>
<td>10.4</td>
</tr>
<tr>
<td>Intellectual</td>
<td>12.0</td>
<td>15.2</td>
<td>6.3</td>
<td>15.6</td>
<td>13.2</td>
</tr>
<tr>
<td>Spiritual</td>
<td>8.1</td>
<td>4.6</td>
<td>8.8</td>
<td>9.6</td>
<td>8.0</td>
</tr>
<tr>
<td>Social</td>
<td>4.6</td>
<td>8.3</td>
<td>2.5</td>
<td>4.5</td>
<td>4.7</td>
</tr>
</tbody>
</table>

Activities included walking, yoga, healthy cooking, nutrition, weight loss, etc.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Percent</th>
<th>AF</th>
<th>CLASS</th>
<th>FTF</th>
<th>PRFTC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking</td>
<td>60%</td>
<td>51%</td>
<td>61%</td>
<td>54%</td>
<td>65%</td>
</tr>
<tr>
<td>Yoga</td>
<td>47%</td>
<td>41%</td>
<td>42%</td>
<td>46%</td>
<td>53%</td>
</tr>
<tr>
<td>Healthy Cooking</td>
<td>44%</td>
<td>35%</td>
<td>53%</td>
<td>31%</td>
<td>48%</td>
</tr>
<tr>
<td>Nutrition</td>
<td>43%</td>
<td>33%</td>
<td>53%</td>
<td>31%</td>
<td>50%</td>
</tr>
<tr>
<td>Weight Loss</td>
<td>40%</td>
<td>27%</td>
<td>52%</td>
<td>27%</td>
<td>46%</td>
</tr>
</tbody>
</table>

Facilities/Services | % Very Important | AF | CLASS | FTF | PRFTC |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Facilities</td>
<td>65.1</td>
<td>52.2</td>
<td>66.0</td>
<td>66.7</td>
<td>70.6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Free Services</th>
<th>Yes</th>
<th>No</th>
<th>Not Sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 Minute</td>
<td>85.4</td>
<td>5.3</td>
<td>9.3</td>
</tr>
<tr>
<td>Trained Counselor</td>
<td>64.1</td>
<td>15.3</td>
<td>20.6</td>
</tr>
<tr>
<td>Wellness Coach</td>
<td>67.7</td>
<td>16.8</td>
<td>15.4</td>
</tr>
<tr>
<td>Interactive Website</td>
<td>57.3</td>
<td>20.1</td>
<td>22.6</td>
</tr>
</tbody>
</table>

• Current Wellness focus groups
  o The focus groups allowed the wellness team to drill down into the data to analyze what the survey said
  o The focus groups also allowed the team to collect campus specific comments/ feedback and request.
Wellness Committee Recommendations

1. First, we request a commitment from administration to ensure continued and adequate support and funding for wellness program for a minimum of 3 years to allow for planning, implementation, and evaluation and analysis.

2. Create/Update walking trails on all campuses.

3. Implement program activities with phased in approach with focus on program assessment and evaluation to determine:
   a. Fit courses registered through Continuing Education
   b. Workshops offered through Professional Development Database
   c. Special events, programs, and speakers hosted possibly with support and partnership with State and community partners
   d. Continually review participation levels and analyze costs and benefits.

Alternative options proposed by Neil Vickers and Gerry Tucker; details unknown

4. Establish a Wellness Leave Policy (appendix 8); Participation and Accountability forms documentation and Wellness leave forms to support Texas HB 1297.
   a. Implement Accountability/ Participation forms
      i. Physical Activity Readiness Questionnaire
      ii. Physical Activity Participation Agreement
   b. Implement ACC Wellness Leave Policy to comply with legislative requirement for verification and completion of Health Risk Assessment (HRA) via Health Select or Scott and White or other HRA. (appendix 8)
      i. May include up to 90 minutes of flexibility each week
      ii. May include up to 8 hours of leave per year
         1. Implement Wellness Leave forms to support Wellness Leave Policy
            a. ACC Annual Physical Compliance form
            b. ACC Exercise Leave form

5. Work with student life and other associations to support information sharing and improve selections of food options at campuses.
   a. Goal is to improve healthier choices on campus vending and food services providers.
b. Coordinate joint projects/activities

6. Provide information and access where appropriate to support health screenings via partnerships with health related majors.
   a. Possible development of internship/ practicum opportunities with Health and Kinesiology/ Nursing departments’ to supply health screenings, health checks, wellness coaching, etc.
Objectives and Timeline

FY13

Spring 2013

- Create “wellness vouchers” for use by ACC staff.
  - 3 “wellness vouchers” to be offered to each employee per year
  - “wellness vouchers” to be mutually exclusive of educational vouchers in system for reporting purposes
- Firm up long term plans for wellness enhancements and details of plan April budget submission.

NOTE* Alternative wellness program registration option proposed by executives during original proposal. - Details unknown.

Establish working relationship with Continuing Education for Wellness Fitness Class registration and voucher submission. The largest challenge if courses are not registered through CE would be Liability insurance coverage on courses being taught.

- FITNESS COURSES
  - Scheduled by staffing under wellness staff.
  - Classes continue registration through the CE portal
    - 2 different classes /week
    - Classes offered 2-3 times a week (m/w/f or t/th)
    - Classes offered on all campuses as needed and demand is present
    - All class schedules posted in advance via appropriate websites.
  - Outsourced vendor
• WORKSHOPS
  o Continued ad hoc scheduling would need to occur until determination of any staffing needs and ability to develop coordinated procedures
    ▪ Staff would use the Professional Development database to schedule wellness workshops, lunch and learns, or other trainings or seminars
    ▪ Need for coordination of these to be put on Wellness website or communications
    ▪ Need for reports to be generated from system to analyze participation and tracking of workshops.

• Wellness committee requirements
  o Review functions, roles, goals, mission as well as procedures and processes for supporting wellness efforts during interim study period.
    ▪ Re-Structure Wellness Committee after EAC committee model
  o The committee membership may need to coordinate some administrative support of wellness program.

• Install distance markers and create maps for ALL campuses for inside walking paths and potential outside trails. (see Appendix 10)
  ▪ Create maps and put wellness website online
  ▪ Determine if funds and designs for outdoor trails were already incorporated into Facilities Master Plan and request funds to be allocated to current trail development in partnership with Wellness program.
    • Goal is two trails by end of Spring’13 and two additional trails by end of Fall’13.
  ▪ Firm up long term plans for wellness enhancements and details of plan - April budget submission
• Determine process and procedures for wellness website updates and wellness newsletters
  o Start Newsletter dissemination no later than mid Sp13.

• Coordinate with Scott and White and Health Select on Health Risk Assessments to support Wellness Leave Policy and comply with HB 1297.
  o All research shows that participants who are going to engage in any kind of health regiment should obtain a health risk assessment from either their personal physician or an online provider BEFORE starting program.

• Create walking challenge for each campus with teams, and college wide challenge and goals
  o Get FIT Now program - GetFitTexas! is a State sponsored program and challenge that has free online tracking tool that allows you to keep a record of your physical activity so you can stay motivated, accountable and committed to your exercise routine.

Summer 2013

• HR to perform Health profile as done in 2007 to supply updated baselines for future comparisons and support of future wellness program requests
  ▪ Due Fall’13

• Internships with Health/ Kinesiology and Nursing departments
  o Open dialogue with all health related departments to discuss possibility of engaging students in internship/ practicum’s opportunities to support college wellness program.
    ▪ The request would be to have Health/ Kinesiology/ Nursing students to assist with health screening and basic assessments. Possibly having students work as “wellness/ nutrition” coaches.
    ▪ If done correctly, this would be a success for students and for the college.
• Complete Wellness leave policies and have implemented by start of FY14.
• Follow up on focus group recommendations for employee only wellness space on each campus. (coaching/ support groups/ wellness meetings)

**FY14**

• Connect with City of Austin or other outside agencies to discuss partnerships and support from Mayor’s Health and Fitness Council or the President’s Fitness Council / Adult Fitness Test
• Coordinate with State Wellness director and build relationship and support network for ACC programs

**FY15**

• Implement coaching and wellness assessment.
• Continue to review programming and participation.
• Continue and adjust marketing strategies and materials as needed.
• Continue research and review for partnerships with health services, any grants, or other supporting relationships.

**FY16**

• Continue to review programming and participation.
• Continue and adjust marketing strategies and materials as needed.
• Continue research and review for partnerships with health services, any grants, or other supporting relationships.
  o Analyze participant cohort data to determine benefits from wellness programming
Return on Investment

Only when Austin Community College has institutionalized and developed a culture of wellness and success will ACC see a return on investment (ROI). Only with the administration’s support and institution wide programming, will the participation levels become high enough so that a satisfactory ROI can be realized.

The sooner that ACC endorses a best-practice employee wellness program the sooner that positive outcomes will result; such as increased morale, productivity, and engagement and decreased absenteeism and health care costs.

<table>
<thead>
<tr>
<th>Company</th>
<th>Summary</th>
<th>ROI</th>
</tr>
</thead>
<tbody>
<tr>
<td>USAA</td>
<td>• 85% participation</td>
<td>• Workers’ medical and disability costs held at 3%</td>
</tr>
<tr>
<td></td>
<td>• Robust incentive program</td>
<td></td>
</tr>
<tr>
<td>HEB</td>
<td>• 78% participation</td>
<td>• Medical costs grew at 3.7% compared to national average 9.3%</td>
</tr>
<tr>
<td></td>
<td>• Incentive programs</td>
<td></td>
</tr>
<tr>
<td>DELL</td>
<td>• 40% participation</td>
<td>• 83% of participants reduced at least 1 health risk</td>
</tr>
<tr>
<td></td>
<td>• Supported onsite campus with better commissary options</td>
<td>• 71% eliminated or mitigated hypertension</td>
</tr>
<tr>
<td>TEXAS INSTRUMENTS</td>
<td>• Mostly facilitated through online services and support</td>
<td>• Reduced High risk employees by 15%</td>
</tr>
<tr>
<td>DFW AIRPORT</td>
<td>• Onsite facility development</td>
<td>• High risk employees fell by 3.1%</td>
</tr>
<tr>
<td></td>
<td>• Online education and support</td>
<td>• Medium risk fell by 1.8%</td>
</tr>
<tr>
<td></td>
<td>• Incentive programs</td>
<td></td>
</tr>
<tr>
<td>CAP METRO</td>
<td>• Comprehensive support with facility and online services</td>
<td>• $2.43 savings for every dollar spent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Health care costs fell by 4%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Absenteeism rate fell by 37%</td>
</tr>
</tbody>
</table>
There may be means to minimize fulltime staffing table labor costs by collaborating with all Health related departments to build internship or practicum opportunities. Internships opportunities are both a WIN-WIN for students and for the college.

  o Personal Fitness Trainer program already has this in place
  o Open dialogue with Health/ Kinesiology and Nursing to see about partnerships and collaboration.
Appendix
## Appendix 1- ACC Peer institute comparisons

<table>
<thead>
<tr>
<th>School</th>
<th>Fitness Center Cost to Employee</th>
<th>Health Assessment Offered?</th>
<th>Campus Walking Maps</th>
<th>Health Screenings/Preventative Care</th>
<th>Wellness Coordinator Full/Part</th>
<th>Workshops/Classes</th>
<th>Smoking Cessation</th>
<th>Release time 3-30min/wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>$0</td>
<td>No</td>
<td>Some</td>
<td>No</td>
<td>Yes; Brown Bag Seminars; Lunch Talks, etc.</td>
<td>Yes $30/mth penalty</td>
<td>Yes</td>
<td>no</td>
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<tr>
<td>CTC</td>
<td>Mixed</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Yes</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>SanJac</td>
<td>Free</td>
<td>Yes</td>
<td>n/a</td>
<td>Yes</td>
<td>Yes – 3 1/campus</td>
<td>n/a</td>
<td>Yes – supv approval and tracking</td>
<td></td>
</tr>
<tr>
<td>Blinn</td>
<td>n/a</td>
<td>Yes</td>
<td>n/a</td>
<td>Yes</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Alamo</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Lone Star</td>
<td>Mixed</td>
<td>Yes</td>
<td>n/a</td>
<td>n/a</td>
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<td>n/a</td>
<td>n/a</td>
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<td>El Paso</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Yes</td>
<td>Yes</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Houston</td>
<td>Free classes</td>
<td>n/a</td>
<td>n/a</td>
<td>Yes</td>
<td>Yes</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Dallas</td>
<td>Mixed</td>
<td>Yes</td>
<td>n/a</td>
<td>Yes</td>
<td>Yes – 11 1/campus</td>
<td>Yes</td>
<td>Yes</td>
<td>supv approval and tracking</td>
</tr>
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</table>
SUMMARY REPORT OF THE HEALTH PROFILE OF ACC EMPLOYEES

This report is being generated to determine what types of wellness activities might benefit ACC employees based on current health problems and claims made in the past. The report includes the following data:

- Leave taken through the Family Medical Leave Act (FMLA) and sick leave pool
- Claims from injuries on the job
- Disability claims
- Employee Assistance Program (EAP) report
- Claims report from Employee Retirement System

LEAVE

From September 1st, 2006 through September 30th of 2007, 9476 hours of leave were taken by ACC employees, either through FMLA or the sick leave pool. The top categories were leave taken due to stroke, rheumatoid arthritis, knee problems, heart disease, and cancer. The full report is attached.

See Appendix A.
CLAIMS FROM INJURIES THAT OCCURRED ON THE JOB

Of the 145 claims made by ACC employees between 2002 and 2006 (2007 report not yet available), the top two categories of injury were “Slips, Trips and Falls” and “Lifting Objects.” Following that, not necessarily closely, are claims made for “Inhalation” (chemical or irritant) and “Being Struck by Object in Motion.” Below is a chart that depicts all but isolated incidents. The full list is attached. See Appendix B.

Claims Made by ACC Employees Injured on the Job
NON-INJURY LONG-TERM DISABILITY CLAIMS

Claims still open are:

- Lymphoma (cancer) – since 1998
- Systemic lupus erythematosus – since 1999
- Chronic Obstructive Pulmonary Disease – since 2001
- Myotonic dystrophy – since 2002
- Diabetes, knee pain, obesity – since 2003
- Right Knee Pain/Instability – since 2005
- Disease entity not available – since 2004

See Appendix C.

EMPLOYEE ASSISTANCE PROGRAM REPORT

Of the 86 people who used Workers Assistance Program* last year, 71% were employees and 29% were family members. Confidentiality laws prevent a disclosure of specific issues that drive employees to use these services, but below is a general breakdown of issue areas with numbers attached. This very general information tells us that relationship and intrapersonal psychological issues are the predominant reasons for seeking therapy. When asked what constitutes “emotional/psychological” issues, the Alliance Work Partners Accounts Manager indicated that “these types of issues are differentiated from stress, workplace stress, marital and relationship issues. These issues typically relate more to depression and anxiety.” See Appendix D.

*Alliance Work Partners, a professional service of Workers Assistance Program, Inc., provides Austin Community College’s employee assistance program (EAP). An EAP is a work-sponsored program designed to assist in the identification and resolution of problems associated with an employee’s personal and or professional issues.
ERS INSURANCE AGENCIES: BLUE CROSS BLUE SHIELD OF TEXAS AND SCOTT & WHITE

When specific information regarding ACC health claims for 2006-2007 was requested, ERS responded that complying with this request would violate HIPAA laws. See Appendix E. However, they did release a report of Blue Cross Blue Shield Claims incurred throughout the Texas system from 8/21/2006 through 7/31/2007. See Appendix F for full report. They also sent a report of how much money Health Select spent last year on ACC health claims. See Appendix G for a month-by-month breakdown.

![Top Ten Diseases Based on BlueCross BlueShield Claims in Texas](image)

*Claims incurred throughout Texas system 8/21/2006 through 7/31/2007*
SYNOPSIS
The report about ACC employees taking leave indicates a need for education in the areas of heart disease, hypertension/stroke, diabetes and cancer. When we look at the top four causes of claims in the Texas ERS system--diabetes, obesity, heart disease and hypertension--we find a similar pattern. All of these expensive and time-consuming diseases could potentially be affected by providing wellness activities that focus on nutrition and exercise and can help employees understand how to achieve behavior change. A large number of cases dealing with issues of aging were also reported, such as joint problems and arthritis, with knee surgeries covering the largest number of leave hours. Also high were hysterectomies and disc problems. Most of the injuries seem to be related to the manipulation of objects as well as to slips, trips and falls. In the area of mental health, the top problems seem to be relationships and mood disorders such as depression, bipolar syndrome and anxiety. A wellness program that cultivates community, providing connection as well as education, may impact some of these mental disorders as well.
## APPENDIX A

**REPORT OF LEAVE TAKEN BY ACC EMPLOYEES DUE TO HEALTH CONDITIONS**


<table>
<thead>
<tr>
<th>Condition</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stroke</td>
<td>456</td>
</tr>
<tr>
<td>Hysterectomy</td>
<td>552</td>
</tr>
<tr>
<td>Bunion/hammertoe</td>
<td>48</td>
</tr>
<tr>
<td>Carpometacarpal</td>
<td>80</td>
</tr>
<tr>
<td>Surgery - unspecified type</td>
<td>720</td>
</tr>
<tr>
<td>Multiple Sclerosis</td>
<td>186</td>
</tr>
<tr>
<td>Hyperthyroidism</td>
<td>72</td>
</tr>
<tr>
<td>Knee Surgeries</td>
<td>1719</td>
</tr>
<tr>
<td>Diabetes</td>
<td>480</td>
</tr>
<tr>
<td>Cancer</td>
<td>1482</td>
</tr>
<tr>
<td>Heart Disease</td>
<td>1068</td>
</tr>
<tr>
<td>Hemorrhoidectomy</td>
<td>40</td>
</tr>
<tr>
<td>Depression</td>
<td>480</td>
</tr>
<tr>
<td>Broken Leg</td>
<td>184</td>
</tr>
<tr>
<td>Joint Disease/Arthritis</td>
<td>652</td>
</tr>
<tr>
<td>Pneumonia</td>
<td>320</td>
</tr>
<tr>
<td>Bipolar Disorder</td>
<td>480</td>
</tr>
<tr>
<td>Disc problems</td>
<td>456</td>
</tr>
</tbody>
</table>
## DEEP EAST TEXAS SELF INSURANCE FUND

CLAIMS INCURRED WITH AVERAGE COST BY TYPE OF INJURY

ADMINISTRATIVE CHARGES NOT INCLUDED

CLAIMS WITH DATE OF INJURY FROM: 2/01/2002 TO 11/16/2006

AND COSTS INCURRED FROM: 2/01/2002 TO 11/16/2006

<table>
<thead>
<tr>
<th>SELECTED ENTITY (S): 0209</th>
<th>SELECTED GROUP: ALL</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>TYPE OF INJURY</th>
<th>CLAIMS</th>
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<tbody>
<tr>
<td>REPETITIOUS TRAUMA</td>
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<tr>
<td>OVEREXERTION WITH OBJECTS</td>
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<tr>
<td>SLIP AND FALL TO WALKWAY</td>
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<tr>
<td>TRIP AND FALL TO WALKWAY</td>
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<tr>
<td>FALL FROM STAIRS OR STEPS</td>
<td>9</td>
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<tr>
<td>IN LIFTING OBJECTS</td>
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<tr>
<td>STRUCK AGAINST STATIONARY OBJECT</td>
<td>12</td>
</tr>
<tr>
<td>BY INHALATION</td>
<td>12</td>
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<tr>
<td>STRUCK BY FALLING OBJECTS</td>
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<tr>
<td>BODILY REACTION FROM VOLUNTARY MOTION</td>
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<tr>
<td>HOSTILE ACTS OF OTHER PERSONS</td>
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<tr>
<td>STRUCK BY FLYING OBJECT</td>
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<tr>
<td>IN PULLING OR PUSHING OBJECTS</td>
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<tr>
<td>STRUCK BY MOVING OBJECT</td>
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<td>FALL FROM LADDERS</td>
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<td>CAR OR TRUCK WRECK</td>
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<td>TRAIN ACCIDENT</td>
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<td>CAUGHT BETWEEN MOVING AND STATIONARY OBJECT</td>
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<tr>
<td>STRUCK BY WIELDED OBJECT</td>
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<td>EXPOSURE TO POISON IVY OR POISON OAK</td>
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<td>CAUGHT IN RUNNING OR MESHING OBJECT</td>
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<tr>
<td>BY FOREIGN MATTER IN EYES, SKIN, EAR</td>
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<tr>
<td>Category</td>
<td>Count</td>
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<tr>
<td>----------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>BITTEN/STUNG BY ANIMALS OR INSECTS</td>
<td>7</td>
</tr>
<tr>
<td>BY OBJECTS BEINGHandled, NON-VIBRATION</td>
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<tr>
<td>UNKNOWN - INSUFFICIENT INFORMATION</td>
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<td><strong>Total</strong></td>
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### Non-Injury Disability Claims Made by ACC Employees


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<th>Claim ID</th>
<th>Product</th>
<th>Date Last Worked</th>
<th>Status</th>
<th>Disability</th>
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<tbody>
<tr>
<td>3036128</td>
<td>Long Term Disability</td>
<td>11/13/1998</td>
<td>Being</td>
<td>Lymphoma (cancer)</td>
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<tr>
<td>502192</td>
<td>Long Term Disability</td>
<td>1/22/1999</td>
<td>Being</td>
<td>Systemic lupus</td>
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<tr>
<td>310032</td>
<td>Long Term Disability</td>
<td>11/13/2001</td>
<td>Being</td>
<td>COPD (chronic obstructive pulmonary disease)</td>
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<tr>
<td>357162</td>
<td>Disability</td>
<td>10/25/2002</td>
<td>Being</td>
<td>Myotonic dystrophy</td>
</tr>
<tr>
<td>914791</td>
<td>Long Term Disability</td>
<td>7/8/2003</td>
<td>Being</td>
<td>Diabetes, knee pain and obesity</td>
</tr>
<tr>
<td>1801011</td>
<td>Long Term Disability</td>
<td>1/1/2004</td>
<td>Being</td>
<td>Not available</td>
</tr>
<tr>
<td>2192325</td>
<td>Long Term Disability</td>
<td>6/8/2005</td>
<td>Being</td>
<td>Right knee pain/instability</td>
</tr>
</tbody>
</table>
WORKERS ASSISTANCE PROGRAM REPORT
9/1/2006 – 9/30/2007

Total Number of ACC Employees Who Used Employee Assistance Service = 86

<table>
<thead>
<tr>
<th># of People Using Service</th>
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<tbody>
<tr>
<td>Emotional/Psychological</td>
<td>39</td>
</tr>
<tr>
<td>Family</td>
<td>8</td>
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<tr>
<td>Occupational</td>
<td>4</td>
</tr>
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<td>Relationship</td>
<td>34</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>1</td>
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</tbody>
</table>
EMAIL FROM ERS

Merrilee

I understand you have received a report that gave a total claims picture for the entire Group Benefits Program, which included ACC.

Due to the requested information by agency (Austin Community College) and by disease category, ERS will not be able to supply that type of detail breakdown due to HIPAA regulations and Protected Health Information concerns.

We are sorry this information cannot be released, but I am sure you understand the importance of Protected Health Information issues.

If you have any further questions, please give me a call.

Kenneth W. Hobbs, CPA, FLMI
Assistant Director of Benefit Contracts
Employees Retirement System of Texas
Phone: 512-867-7534
Fax: 512-867-3380

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# Predictive Model

## Top Diseases

### Analysis Period Ending 07/31/07

<table>
<thead>
<tr>
<th>Top Diseases</th>
<th>Analysis Period Ending 12/31/2006</th>
<th>Analysis Period Ending 7/31/2007*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Average Members</td>
<td>Total Paid</td>
</tr>
<tr>
<td>Diabetes</td>
<td>26,305</td>
<td>$139,926,619</td>
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<tr>
<td>Obesity</td>
<td>6,969</td>
<td>$33,259,523</td>
</tr>
<tr>
<td>Coronary Artery Disease</td>
<td>6,731</td>
<td>$62,653,029</td>
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<tr>
<td>Hypertension</td>
<td>28,726</td>
<td>$52,073,910</td>
</tr>
<tr>
<td>Asthma</td>
<td>15,482</td>
<td>$42,420,060</td>
</tr>
<tr>
<td>End Stage Renal Disease</td>
<td>1,345</td>
<td>$30,870,818</td>
</tr>
<tr>
<td>Chronic Obstructive Pulmonary Disease</td>
<td>2,946</td>
<td>$28,505,612</td>
</tr>
<tr>
<td>Breast Cancer</td>
<td>1,762</td>
<td>$25,736,943</td>
</tr>
<tr>
<td>Congestive Heart Failure</td>
<td>1,827</td>
<td>$28,996,475</td>
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<tr>
<td>Cerebrovascular Accident (Stroke)</td>
<td>1,082</td>
<td>$15,613,916</td>
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<tr>
<td>Depression</td>
<td>7,376</td>
<td>$9,367,452</td>
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<tr>
<td>Hyperlipidemia</td>
<td>7,727</td>
<td>$6,344,948</td>
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<tr>
<td>Peripheral Vascular Disease</td>
<td>242</td>
<td>$2,177,531</td>
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</tbody>
</table>

*Does not include neonates, pregnancy and child birth. (FY06 the Health Plan paid approx. 34.5 million.) Members with multiple conditions may be reflected in more than one disease category.


10% completion factor applied to YTD 2007 cost to account for claims runoff.

---

**APPENDIX F**
Health Select Claims Paid for ACC Employees

<table>
<thead>
<tr>
<th>Months</th>
<th>Paid Claims</th>
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<tbody>
<tr>
<td>Sep-06</td>
<td>$140,130</td>
</tr>
<tr>
<td>Oct-06</td>
<td>$359,206</td>
</tr>
<tr>
<td>Nov-06</td>
<td>$432,077</td>
</tr>
<tr>
<td>Dec-06</td>
<td>$496,132</td>
</tr>
<tr>
<td>Jan-07</td>
<td>$609,667</td>
</tr>
<tr>
<td>Feb-07</td>
<td>$435,198</td>
</tr>
<tr>
<td>Mar-07</td>
<td>$798,507</td>
</tr>
<tr>
<td>Apr-07</td>
<td>$571,128</td>
</tr>
<tr>
<td>May-07</td>
<td>$536,095</td>
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<tr>
<td>Jun-07</td>
<td>$503,811</td>
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<tr>
<td>Jul-07</td>
<td>$585,300</td>
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<tr>
<td>Aug-07</td>
<td>$528,901</td>
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$5,996,152
Appendix 3 - ACC Wellness Survey Results
(Results compiled by Sam Echevaria)

<table>
<thead>
<tr>
<th>Class</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Adjunct Faculty</td>
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<tr>
<td>Classified</td>
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<td>Full-Time Faculty</td>
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<tr>
<td>Prof Tech</td>
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N=781

<table>
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<tr>
<th>Rank = 1</th>
<th>Overall %</th>
<th>AF</th>
<th>CLASS</th>
<th>FTF</th>
<th>PRFTC</th>
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</thead>
<tbody>
<tr>
<td>Physical</td>
<td>46.9</td>
<td>44.7</td>
<td>47.9</td>
<td>42.7</td>
<td>50.9</td>
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<tr>
<td>Emotional</td>
<td>15.2</td>
<td>12.1</td>
<td>18.1</td>
<td>16.6</td>
<td>12.7</td>
</tr>
<tr>
<td>Occupational</td>
<td>13.2</td>
<td>15.2</td>
<td>16.4</td>
<td>11.1</td>
<td>10.4</td>
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<tr>
<td>Intellectual</td>
<td>12.0</td>
<td>15.2</td>
<td>6.3</td>
<td>15.6</td>
<td>13.2</td>
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<tr>
<td>Spiritual</td>
<td>8.1</td>
<td>4.6</td>
<td>8.8</td>
<td>9.6</td>
<td>8.0</td>
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<tr>
<td>Social</td>
<td>4.6</td>
<td>8.3</td>
<td>2.5</td>
<td>4.5</td>
<td>4.7</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mean Rank</th>
<th>Overall</th>
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<th>CLASS</th>
<th>FTF</th>
<th>PRFTC</th>
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<tbody>
<tr>
<td>Physical</td>
<td>2.3</td>
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<td>2.3</td>
<td>2.4</td>
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<tr>
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<td>3.3</td>
<td>3.2</td>
<td>3.1</td>
<td>3.4</td>
</tr>
<tr>
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<td>3.2</td>
<td>3.8</td>
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<td>3.5</td>
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<td>Spiritual</td>
<td>4.7</td>
<td>4.8</td>
<td>4.7</td>
<td>4.6</td>
<td>4.7</td>
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<table>
<thead>
<tr>
<th>Activities</th>
<th>Percent</th>
<th>AF</th>
<th>CLASS</th>
<th>FTF</th>
<th>PRFTC</th>
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<tbody>
<tr>
<td>Walking</td>
<td>60%</td>
<td>51%</td>
<td>61%</td>
<td>54%</td>
<td>65%</td>
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<tr>
<td>Yoga</td>
<td>47%</td>
<td>41%</td>
<td>42%</td>
<td>46%</td>
<td>53%</td>
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<tr>
<td>Healthy Cooking</td>
<td>44%</td>
<td>35%</td>
<td>55%</td>
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<tr>
<td>Nutrition</td>
<td>43%</td>
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<td>53%</td>
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<tr>
<td>Weight Loss</td>
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<td>52%</td>
<td>27%</td>
<td>46%</td>
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<td>Weight Training</td>
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<td>30%</td>
<td>39%</td>
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<tr>
<td>Stretching</td>
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<td>32%</td>
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<tr>
<td>Stress Management</td>
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<tr>
<td>Healthy Food</td>
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<td>18%</td>
<td>38%</td>
<td>23%</td>
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<td>27%</td>
<td>34%</td>
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<td>34%</td>
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<td>26%</td>
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<td>Work/Life Balance</td>
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<td>31%</td>
<td>17%</td>
<td>35%</td>
</tr>
<tr>
<td>Activities</td>
<td>Percent</td>
<td>AF</td>
<td>CLASS</td>
<td>FTF</td>
<td>PRFTC</td>
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<tr>
<td>------------------------</td>
<td>---------</td>
<td>----</td>
<td>-------</td>
<td>-----</td>
<td>-------</td>
</tr>
<tr>
<td>Community/Cultural</td>
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<td>25%</td>
<td>23%</td>
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<td>Swimming</td>
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<td>20%</td>
<td>14%</td>
<td>23%</td>
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<td>21%</td>
<td>11%</td>
<td>26%</td>
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<tr>
<td>Social Dance</td>
<td>19%</td>
<td>15%</td>
<td>24%</td>
<td>16%</td>
<td>16%</td>
</tr>
<tr>
<td>Health Goal</td>
<td>18%</td>
<td>12%</td>
<td>22%</td>
<td>9%</td>
<td>24%</td>
</tr>
<tr>
<td>Running</td>
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<td>13%</td>
<td>17%</td>
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<td>Ping Pong</td>
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<td>13%</td>
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<tr>
<td>Volleyball</td>
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<td>11%</td>
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<tr>
<td>Golf</td>
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<td>6%</td>
<td>10%</td>
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<td>12%</td>
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<tr>
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<td>6%</td>
<td>11%</td>
<td>5%</td>
<td>9%</td>
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<tr>
<td>Computer Club</td>
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<td>8%</td>
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<td>8%</td>
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<td>Basketball</td>
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<td>4%</td>
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<td>Badminton</td>
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<tr>
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<td>3%</td>
<td>5%</td>
<td>3%</td>
</tr>
<tr>
<td>In Line</td>
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<td>1%</td>
<td>4%</td>
<td>2%</td>
<td>5%</td>
</tr>
<tr>
<td>Smoking Cessation</td>
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<td>1%</td>
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<table>
<thead>
<tr>
<th>Facilities/Services</th>
<th>% Very Important</th>
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<th>CLASS</th>
<th>FTF</th>
<th>PRFTC</th>
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<td>Exercise Facilities</td>
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<td>Showers</td>
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<td>23.5</td>
<td>47.4</td>
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<td>Outdoor Break</td>
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Appendix 4 –Focus Group summary and analysis

Summary of Focus Groups – ALL
Summarized by Dr. Lara Niles

1. Social and Spiritual areas of Wellness scored less than 10% on the Wellness Survey. Why do you think they scored so low?

- Inadequate understanding of how work/life balance impacts wellness
  - Employers and Employees:
    - would benefit from education on how these areas impact wellness
    - should work together to serve the ACC community - participate in social events/charitable causes, etc.
    - should work together to serve Austin and the surrounding communities - participate in social events/charitable causes, etc.
    - should have time and space for congregating and cultivating social and spiritual wellness
- Employers should not interfere with employees spiritual areas
  - Don’t talk about religion at work
    - spirituality w/o religion should have been addressed/clarified
  - Not okay to be vulnerable/discuss with supervisors

2. Do you agree with the definition of Physical Wellness used in the survey or do you see it differently?

- Agree
  - Research proves that being physically fit helps us feel better and saves costs
  - Eating right and exercising leads to you physical health and then to mental health
  - Education to improve understanding
- Definition not very clear/ too narrow
  - We don’t have a good wellness program at all. Not many food choices. Bad food in vending machines
  - Inadequate healthy food options
  - Enjoyable foods (comfort foods) are also a part of happiness so I don’t want them to be totally excluded from life.
  - Taking into account medical aspects (diabetes, high cholesterol, stress, anxiety, etc.)
  - See physical as mind/body/spirit, they should all be together
• Need balance. Regardless of body mass index, complete well-being includes physical and emotional. We all want to become the "better version of ourselves”
  o Should also address sleep
• Inadequate understanding of how healthy food/unhealthy foods impact physical being
  o Knowledge is power!

3. According to the survey emotional wellness, occupational wellness, and intellectual wellness were not as important as the physical aspect of wellness. Do you agree? Do you feel they should go up or down in the ranking?

• Scored low because:
  o People don’t know how to look at the positive and don’t have the resources.
    ▪ Agree that all are part of being a well-balanced individual. We need to know how to handle these aspects.
  • Improve ourselves within the environment
    o being happy with yourself
  • Having the tools to do it - it’s a process/solution (wellness), from being in a place where one does not want to be rather than to where one wants to get
    o ACC needs to educate employees; promote them; teach self-awareness; and, make resources available to learn how to create awareness by offering self-help books, educating on how to create a positive environment, and feel and look better
      ▪ Professional Development
      ▪ Gates Program -> Career Pathways (promotional opportunities)
      ▪ Award Creativity
      ▪ Positive action
      ▪ Speakers
      ▪ Have more information about the EAP’s with supervisors. Find a way to de-stigmatize the use of EAP’s among employees and supervisors.
  o I also don’t think that people understood the survey and how these definitions relate to work.
    ▪ There is a lot of dissatisfaction with occupational and that influences people’s levels of stress and unhappiness and these affect your personal life, it can lead to burnout and not motivated in the workplace.
• The goal can be stress reduction for increased productivity and sense of well-being.
  ▪ Is work necessarily a place that should be in charge of developing my spirituality or my emotional healthy?
• Teaching tolerance
  ▪ ACC should not be a place that crushes our spirit.
  ▪ Provide examples (for definitions)
• They are all interrelated - include all in the wellness program
  o Physical is measurable and can have targets. Other areas are “squishy.”
  o Physical is quantifiable. Measures should be of the whole. One needs balance in your whole life. Be a happy person.

4. What are 3-5 things related to wellness that you would like to see at your campus?

• Walking paths with markers (indoor and outdoor)
  o along the way and to also put in a meditation area, along with workout areas for volleyball, pull-up gym equipment, and boot camp work-out areas.
• An allocated space(s)/pod(s) for Wellness (Inside and Outside)
  o Variety of classes
    ▪ Lunchtime Yoga (maybe even designated for work clothes)
    ▪ Drop-in class
    ▪ Different levels - beginner, intermediate, professional
    ▪ Boot camps
    ▪ Pilates
    ▪ Tai Chi
    ▪ Collage group (relaxing)
    ▪ Game Day (Wii, etc.)
    ▪ Zumba
    ▪ Wellness classes (educational)
      • anonymous weigh-ins
      • group weigh
      • accountability partner
      • incentives/prizes
      • peer groups
      • meditation space
        o hammocks
        o napping place
        o a fountain
      • Stair Challenge
- Massage Therapy
- Weight Training
- Aerobics
- Nutrition/cooking clinics
- Mats for stretching
- Community Garden
  - Shower Facility
    - Facilities would need to be created in the buildings or in an outside portable building or arrangements would need to be made with nearby fitness facilities for discounted use of their showers and fitness equipment.
    - Weight Room/Treadmill/Sit down bicycle/Television
    - Lockers
    - Basketball Courts
    - More bike racks
  - Release Time/Professional Development for Wellness Activities
  - Nice, warm, healthy food facility (break room)

5. Walking was ranked number 1 in the wellness survey. If a walking program was implemented at your campus what kind of walking program would you participate in?

- Walking groups (indoors and outdoors)
  - having someone to walk with is important
  - stairs for exercise
- A challenge program like WalkFit Texas or a competition against other campuses
- Tracking - walk across Texas
- Events such as 5Ks or 10Ks
- More personal program developed with a Wellness Coach or Peer
- Need something for all levels of fitness
- Ability to check out pedometers
- Newsletter could have walking maps of different destination like capital, big hill, etc.

6. What kind of facilities can we easily do at your campus?

Service Center

- North end of building has a little ground that could be used as an area or pod. One participant already uses bike racks for chair lifts
- Could have a meditation garden in same spot
- Some participants walk around the building twice a day - it would be nice to be able to go all the way around (gate currently locked.) That would be ideal. Another participant
says that it is dangerous to walk in back with the company trucks, semis, and speeding vehicles back there.

- A community garden - ties in relaxation, wellness, and social interaction when we gather to eat healthy from the garden that we cared for. Plus, it is relaxing to work in the garden. Could easily do square foot gardening
- Group wants different opportunities

**Riverside**

- Renovate or knock down Bldg. D and use some of the space for wellness.
- Maybe check out the horticulture area for the “Meditating space.”
- Make good use of what we have instead of focusing on the expansions, they’ve left RVS behind.

**SAC**

- Using pedometer mark out a walking trail
- Inside trail needed for inclement weather
- Use Garrison park nearby
- Have 2 or 3 different trails for variation
- Have some tracking system for the employees to map progress
- Perhaps wellness coach could come in weekly or monthly to consult
  - Set a goal
  - Objective measures are needed
- Have an accurate scale on the campus at a fitness information area

**Round Rock**

- Create stations to do some pull up, they are low cost and maintenance.

**HBC**

- Showers, changing area, break-room with lockers, mile markers, treadmills, elliptical machines, and weights.
- Dedicated space for yoga, zumba classes, and tai chi with wellness info.
- I like having the community of having it onsite. It makes it seem more caring to have these things offered to you.
- Turn idea of meditation garden into a community garden where people can garden or sit on benches to relax.

**EVC**

- Healthy food on campus in vending machines.
- Meditation gardens.
  - Can place them across Govalle.
They are already on-going.

- Campus manager has sent out a call for volunteers.
- Posters with instructions on how to meditate

- More bicycle racks.
- Mark off indoor and outdoor distances on a walking track right away. Talk to Jamee Stewart to have markers made. Can map it inside the buildings during heat. Markers and not just a map. Check out pedometers. Measure distance from blueprints.
- Walk around the community.* Walk to ice cream or popsicle stand. A track or walking area needs to have security component. Never walk alone.
- Suggestions and scheduling to walk together can be on Google for EVC.
- A website, a listserv where we can schedule groups that are forming that day.
- While a gym is probably long-range, we can start with a room for exercise classes, such as Zumba, yoga, T’ai chi chih, and some weights, and meditation.
- Use public spaces
  - Turn the retention pond at EVC into a soccer field.
  - Collaborate with the Senior facility just south of campus.
  - Vege garden

**CYP**

- Install granite/gravel walking trail w/exercise stations around campus perimeter
- Multi-purpose room for activities & classrooms for seminars
- Convert an existing Math/Science storage room with water supply to a shower
- Build a community garden

**RGC**

- Available classrooms in Bldg 3000 on Fridays for yoga or workshops
- Our staff lounge is gross and small--could clean up and have visiting massage therapy?
- Attache building has a lot of mold
- Annex floor 2 has space but is not accessible
- ACC owns two houses and the old Austin Pizza building across the street....
- The houses already have showers
- Concerns about smoke-free campus

**PIN**

- An exercise facility within the Pinnacle campus consisting of a treadmill, sit down bicycle, and television was requested.

7. **Would you be willing to partake of services if we paid them from the wellness program.**
- Wellness Coach
- Trained Counselor
- Interactive website

Yes!

- Coach/Personal Trainer/Trained Counselor/ACC Nutritional Experts
  - A wellness coach (may be included in some medical insurance plans)
  - Personal Trainer
  - Someone who could come in to check your physical health, such as cholesterol, etc. Have some sort of initial measure to get people prepared.

- Small Spaces
  - A chair massage station
  - Blood pressure monitoring station, possibly coordinate w/nursing students

- Classes
  - Pay for instructors for various classes
  - Volunteer to teach classes (faculty and staff)
  - Cooking classes
  - Ergonomics classes
  - Yoga Instructor
  - Acupuncturist
  - Diabetes Seminars

- Interactive Website/ ACC websites/ACC TV Channel for community outreach/Newsletter
  - track your progress in terms of physical activity, food intake, etc.
  - employees can share information, recipes, tips, etc.

- Healthy and Green Options
  - Healthy options in vending machines & campus cafe
  - Environmentally safe-insecticides & paint; not used when students or staff are present; check air & water supply
  - Build with green materials when possible
  - Xeriscape to conserve water
  - Farmer’s Market/Food Stand with Vegetables

- Utilize these for free: United Health Care Wellness Tracker: (http://www.uhc.com/health_and_wellness/tools_calculators.htm); USDA Supertracker: www.supertracker.usda.gov (food & physical activity tracker)

8. How can we show this was successful?

- Institutionally - overall participation
○ Success = Number of Participants
○ Frequency of participation in the program
○ Participation at events
○ Keep it general (not personal biometric data)
○ Professional Development Credits

• Individual Achievement Goals
  ○ By meeting our personal goals
  ○ Filling out a form/tracking system and monitoring progress
  ○ Professional Development Credits
  ○ Tracking Stats (some don’t know if they want to self-report, others don’t mind)
    ■ Tracking station or an online way to track progress
    ■ Online assessments must be secure (private) and not available for insurance companies can use against you.

• How Programs are Supported
  ○ Should be an open ended program to support employees. Change in lifestyles.
  ○ Walking, information flow, and bowling competition?
  ○ Website should have testimonials from our co-workers
    ■ Lists of holistic care practitioners and wellness books

9. What would motivate you to participate?

• Convenience of offerings, time, and availability
  ○ before work, midday, and after work
  ○ Seeing other people benefit/make use

• Release Time
  ○ Seeing other people benefit/make use

• Offer Fitness Classes

• A Wellness Kick Off Event

• Games: basketball, ping pong tables, foosball, badminton

• Charity runs, events, banning together, weekly newsletters (on sleep, nutrition, mind/body/spirit) - consistency is important

• Campus competitions

• Incentives

• Education - helping educate people on how to feel good/empowerment

• Free stuff

• Goals

• Tracking System

• Losing Weight

• Support from Administration

• Massages
• Healthy Potlucks
• At least 2.5 to 3 hrs per week for wellness
  ○ time over and above member’s lunch and two breaks times.

10. Have we missed anything?

• Toxic perfumes and “air fresheners” are in the bathrooms at RGC
  ○ Many are chemically sensitive, campus need to address this
• Request hiring one individual to solely focus on the wellness program and interface with each employee association president. It would be nice if this could be part of a current employee’s job, and it is someone with administrative support.
  ○ Possible stipends of $500/semester for a wellness facilitator on each campus
• Advertisement of each ACC campus wellness activities and events was requested via a wellness calendar or website.
• Involvement with the surrounding community was also suggest by allowing at least one ACC campus per month on a Saturday to setup a 5 Km or 10 KM walk where employees could bring their family members. This event could be in conjunction with raising funds for a charitable donation activity. Adult and children tickets could be purchase so that awards for individuals who completed the walk received a symbol of their effort i.e. medal with ribbon of 10 floor Pinnacle campus. Each ACC campus copy has their own unique medal to award during their month. Excess funds over the cost of the medals and for any food or drinks could be given to a favorite charity. Added: A suggested name for the event could be “Riverbat walking”. Then people could say we are going Riverbat walking at Pinnacle campus this weekend. Additional addition: Also consider any of the following:
  ○ the Riverbat Race
  ○ Riverbat Run
  ○ Riverbat Relays
  ○ something in us just likes the alliteration.... :)
  ○ Additional Added: This might be difficult since races are hard to organize (due to shutting down roads...volunteers.. etc). Having a fitness challenge of sorts on grounds we own or can use free of charge (certain parks), would likely be easier.
• Assistance with development of walking paths could be assisted by requesting community participation, ACC student organizations and Eagle scouts all working under the authorized supervision of ACC employees knowledgeable of ACC walkway plans.
• Student input. Students want activities and have petitioned for a gym and showers.

Definitions
Spiritual: It is better to ponder the meaning of life for ourselves and be tolerant of the beliefs of others than to close our minds and become intolerant. It is better to live each day in a way that is consistent with our values and beliefs than to do otherwise and feel untrue to ourselves.

Social: It is better to contribute to the common welfare of our community than to think only of ourselves. It is better to live in harmony with others and our environment than to live in conflict with them.

Physical: It is better to consume foods and beverages that enhance good health rather than those which impair it. It is better to be physically fit than out of shape.

Emotional: It is better to be aware of and accept our feelings than to deny them. It is better to be optimistic in our approach to life than pessimistic.

Occupational: It is better to choose a career which is consistent with our personal values, interests, and beliefs than to select one which is unrewarding to us. It is better to develop functional, transferable skills through structured involvement opportunities than to remain inactive and uninvolved.

Intellectual: It is better to stretch and challenge our minds with intellectual and creative pursuits than to become self-satisfied and unproductive. It is better to identify potential problems and choose appropriate courses of action based on available information than to wait, worry, and contend with major concerns later.
## Appendix 5 – State Data

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Roadmaps to Health
Appendix 6 – Texas House Bill 1297

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H.B. No. 1297

AN ACT

relating to the creation of the state employee wellness program.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Chapter 664, Government Code, is amended by designating Sections 664.001 through 664.006 as Subchapter A and adding a subchapter heading to read as follows:

SUBCHAPTER A. STATE EMPLOYEES HEALTH FITNESS AND EDUCATION PROGRAMS

SECTION 2. Section 664.001, Government Code, is amended to read as follows:

Sec. 664.001. SHORT TITLE. This subchapter [chapter] may be cited as the State Employees Health Fitness and Education Act of 1983.

SECTION 3. Section 664.003, Government Code, is amended to read as follows:

Sec. 664.003. DEFINITION. In this subchapter [chapter], "state agency" means a department, institution, commission, or other agency of the state.

SECTION 4. Chapter 664, Government Code, is amended by adding Subchapter B to read as follows: HB. No. 1297

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SUBCHAPTER B. STATE EMPLOYEE WELLNESS PROGRAM

Sec. 664.051. DEFINITIONS. In this subchapter:

(1) "Board" means the Worksite Wellness Advisory Board.

(2) "Department" means the Department of State Health Services.

(3) "Executive commissioner" means the executive commissioner of the Health and Human Services Commission.
(4) "State agency" means a department, institution, commission, or other agency that is in the executive, judicial, or legislative branch of state government.

(5) "State employee" means a state employee who participates in a health benefits program administered under Chapter 1551, Insurance Code.

Sec. 664.052. RULES. The executive commissioner shall adopt rules for the administration of this subchapter, including rules prescribing the frequency and location of board meetings.

Sec. 664.053. CREATION OF MODEL PROGRAM; DESIGNATION OF COORDINATOR. (a) The department shall designate a statewide wellness coordinator to create and develop for use by state agencies a model statewide wellness program to improve the health and wellness of state employees. The wellness program may include:

(1) education that targets the most costly or prevalent health care claims, including information addressing stress management, nutrition, healthy eating habits, alcohol and drug abuse, physical activity, disease prevention, and smoking cessation;

(2) the dissemination or use of available health risk assessment tools and programs, including surveys that identify an employee's risk level for health-related problems and programs that suggest to employees methods for minimizing risks;

(3) the development of strategies for the promotion of health, nutritional, and fitness-related resources in state agencies;

(4) the development and promotion of environmental change strategies that integrate healthy behaviors and physical activity, including recommending healthy food choices in snack
bars, vending machines, and state-run cafeterias located in state buildings; and

(5) optional incentives to encourage participation in the wellness program, including providing flexibility in employee scheduling to allow for physical activity and participation in the wellness program and coordinating discounts with gyms and fitness centers across the state.

HB. No. 1297

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(b) The statewide wellness coordinator shall:

(1) coordinate with other agencies that administer a health benefits program under Chapter 1551, Insurance Code, as necessary to develop the model wellness program, prevent duplication of efforts, provide information and resources to employees, and encourage the use of wellness benefits included in the health benefits program;

(2) maintain a set of Internet links to health resources for use by state employees;

(3) design an outreach campaign to educate state employees about health and fitness-related resources, including available exercise facilities, online tools, and health and fitness-related organizations;

(4) study the implementation and participation rates of state agency worksite wellness programs and report the findings to the legislature biennially; and

(5) organize an annual conference hosted by the department for all state agency wellness councils.

(c) The statewide wellness coordinator may consult with a state agency operating health care programs on matters relating to wellness promotion.

(d) A state agency shall designate an employee to serve as HB. No. 1297
the wellness liaison between the agency and the statewide wellness coordinator.

(e) A state agency may implement a wellness program based on the model program or components of the model program developed under this section.

(f) The statewide wellness coordinator may assist a state agency in establishing employee wellness demonstration projects that incorporate best practices for encouraging employee participation and the achievement of wellness benefits. A wellness program demonstration project may implement strategies to optimize the return of state investment in employee wellness, including savings in direct health care costs and savings from preventing conditions and diagnoses through better employee wellness.

Sec. 664.054. WORKSITE WELLNESS ADVISORY BOARD; COMPOSITION.

(a) The board consists of the following 13 members appointed by the executive commissioner:

(1) five state agency employees, including one employee of each of the following agencies:
   (A) Department of Agriculture;
   (B) Texas Education Agency;
   (C) Texas Department of Transportation;
   (D) Texas Department of Criminal Justice; and
   (E) the department;

(2) one other employee of the department who is involved in worksite wellness efforts at the department;

(3) one employee of the Employees Retirement System of Texas;

(4) two state employee representatives of an eligible state employee organization described by Section 403.0165 with at
least 10,000 active, dues-paying members;
(5) one worksite wellness professional;
(6) one representative of the American Cancer Society;
(7) one representative of the American Heart
Association; and
(8) one representative of the Texas Medical
Association.
(b) In appointing members to the board, the executive
commissioner shall:
(1) make an effort to appoint at least one member from
each of the health and human services regions; and
(2) consider input received from state agency
employees.
(c) The members of the board shall elect a presiding HB. No. 1297
officer.
(d) Each member of the board who is not a state officer or
employee serves a two-year term expiring February 1 of each oddnumbered year and may be
reappointed. Each member of the board
who is a state officer or employee serves on the board at the
pleasure of the executive commissioner.
(e) If a vacancy occurs, the executive commissioner shall
appoint a person to fill the vacancy.
(f) A state officer or employee appointed to the board
serves on the board ex officio as an additional duty of the
member's office or employment.
Sec. 664.055. REIMBURSEMENT. A member of the board may not
receive compensation for service as a board member but is entitled
to reimbursement of the member's travel expenses:
(1) under the rules for reimbursement that apply to the
member's office or employment, if the member is a state officer or
employee; or

(2) as provided by the General Appropriations Act, if
the member is not a state officer or employee.

Sec. 664.056. ADMINISTRATION. The board is administratively
attached to the department. The department shall provide the
staff necessary for the board to perform its duties.

Sec. 664.057. APPLICABILITY OF OTHER LAW. Chapter 2110 does
not apply to the size, composition, or duration of the board.

Sec. 664.058. DONATIONS. The board may receive in-kind and
monetary gifts, grants, and donations from public and private
donors to be used for the purposes of this subchapter.

Sec. 664.059. DUTIES. The board shall advise the
department, executive commissioner, and statewide wellness
coordinator on worksite wellness issues, including:

(1) funding and resource development for worksite
    wellness programs;

(2) identifying food service vendors that successfully
    market healthy foods;

(3) best practices for worksite wellness used by the
    private sector; and

(4) worksite wellness features and architecture for new
    state buildings based on features and architecture used by the
    private sector.

Sec. 664.060. STATE AGENCY WELLNESS COUNCILS. (a) A state
agency may facilitate the development of a wellness council
composed of employees and managers of the agency to promote
worksite wellness in the agency.

(b) A wellness council may work to:

(1) increase employee interest in worksite wellness;
(2) develop and implement policies to improve agency infrastructure to allow for increased worksite wellness; and
(3) involve employees in worksite wellness programs.

(c) Members of a wellness council may review the recommendations of the board and develop a plan to implement the recommendations.

(d) A state agency may allow its employees to participate in wellness council activities for two or more hours each month.

(e) The department shall provide technical support to each state agency wellness council and shall provide financial support to councils if funds are available.

(f) A wellness council may annually identify best practices for worksite wellness in the agency and report the practices to the board.

Sec. 664.061. AGENCY WELLNESS POLICIES. A state agency may:

(1) allow each employee 30 minutes during normal working hours for exercise three times each week;
(2) allow all employees to attend on-site wellness seminars when offered; and
(3) provide eight hours of additional leave time each year to an employee who:

(A) receives a physical examination; and
(B) completes either an online health risk assessment tool provided by the board or a similar health risk assessment conducted in person by a worksite wellness coordinator.

SECTION 5. The executive commissioner of the Health and Human Services Commission shall adopt rules under Subchapter B, Chapter 664, Government Code, as added by this Act, not later than January 1, 2008.

SECTION 6. Section 664.006, Government Code, is repealed.
SECTION 7. This Act takes effect September 1, 2007.

_________________________________________________________

President of the Senate  Speaker of the House

I certify that H.B. No. 1297 was passed by the House on April 26, 2007, by the following vote: Yeas 142, Nays 0, 1 present, not voting; and that the House concurred in Senate amendments to H.B. No. 1297 on May 23, 2007, by the following vote: Yeas 144, Nays 2, 2 present, not voting.

________________________________________________________

Chief Clerk of the House    HB. No. 1297

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I certify that H.B. No. 1297 was passed by the Senate, with amendments, on May 18, 2007, by the following vote: Yeas 29, Nays 0.

Secretary of the Senate

APPROVED:

Date

Governor
## Appendix 7 – ACC Wellness Leave Policy

| **Introduction** | The ACC Wellness Program is a voluntary program of formal and informal activities designed to result in an increase in the health, fitness, and productivity of ACC employees. |
| **Eligibility Requirements** | All ACC employees are eligible for voluntary participation in the Employee Wellness Program.  

All ACC employees are eligible for voluntary participation in the ACC Wellness Program. All persons who intend to participate in a Wellness Program activity involving physical exertion exercise are required to complete a *ACC Wellness Readiness form* and *ACC Wellness Participation form* provided by the Benefits Office (online system) before registering for any wellness/fitness classes.  

The *ACC Wellness Readiness form* and *ACC Wellness Participation form* are both available on the ACC Wellness Program website, HR-Benefits page.  

The Questionnaire is retained by the employee, and will not be reviewed or retained by the Agency.  

All persons who participate in any Wellness Program activity or service must complete an *ACC Wellness Participation form* provided by the agency before participating. The *ACC Wellness Participation form* is available on the ACC Wellness Program website, HR-Benefits page.  

Releases will be kept in a file maintained by the agency Wellness Coordinator in the Benefits office.  

In the event the agency should grant an incentive or reward to groups or individuals for participation in any Wellness Program activity, the agency will make reasonable accommodations for individuals who require them in order to allow them to participate. |
| **Program Content** | The Wellness Program may consist of, but not be limited to, activities that raise awareness, promote lifestyle changes, and provide assistance and support for employees participating in the program. Generally, wellness programs target major risk factors for chronic disease and factors that contribute to diminished quality of life. Wellness activities may include:

A. encouraging nutritious eating;
B. increasing physical activity;
C. encouraging preventative screenings;
D. tobacco cessation;
E. stress reduction; and,
F. supporting healthy choices such as the prevention/reduction of substance dependency |
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<td><strong>Program Scheduling</strong></td>
<td>Agency-wide program activities may be scheduled before, during, between, or after normal working hours as deemed appropriate and authorized by Executive Administration. Scheduling will be done in a manner to avoid interference with the normal work of the agency or with public access to services and facilities of the agency.</td>
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| **Exercise During Working Hours** | Pursuant to HB 1297 and Texas Government Code §664.061(1), ACC grants each employee 30 minutes to exercise - three times a week - during normal working hours. Employees are not required to make up this time or use leave. 

- Exercise time may be used in a block of time or in 15-minute increments.
- Exercise time is not cumulative and may not be carried forward or saved for use the next week.
- Exercise time may be used at any time during the workday, or combined with breaks/lunch to give the employee more time for wellness activities.

Employees must seek approval from their supervisor prior to using time for exercise. Supervisors are encouraged to grant an employee this time each week as workload and coverage responsibilities permit.

Both the supervisor and employee are responsible for documenting when the time is used by the employee and for what purpose. |
**Wellness Leave**

Pursuant to HB 1297 of the Texas Legislature 80th term – 2007 and Texas Government Code §664.061(3), the Human Resources Office may provide the following:

- 30 minutes to exercise - three times a week - during normal working hours
And/or
- Eight hours of additional leave time each 12-month period to employees who receive a physical examination and complete the health risk assessment designated by the agency.

Employees must complete a Request for Employee Wellness Leave form, located on the Wellness website, to receive Wellness Leave.

Once the leave is granted, Wellness Leave earned should be coded EWA on the employee’s time sheet. Wellness Leave taken should be coded EW.

Wellness Leave expires if not used within 12 months from the date it is earned, and will not be paid to the employee upon separation from employment.

**Providers of Instruction**

Providers of instruction or services for the Wellness Program may include local, state, or federal agencies; hospital or medical care professionals; health educators; nutritionists; dietitians; physiologists; community organizations; consultants; or other individuals or groups with expertise in the particular health or fitness area.

Only persons with accepted degrees or certification, or recognized training will be selected as providers of instruction or services.

ACC may contract with qualified providers of instruction and services related to the program.

**Program Administration**

The Wellness Coordinator is an employee in Human Resources who organizes and implements wellness activities suggested by employees and the Wellness Committee. In addition, the Coordinator:

1. Monitors and evaluates program participation.
2. Collects and retains quarterly reports.
3. Develops implements and summarizes employee evaluation surveys of the program.
4. Prepares annual report for dissemination to employees and management.
5. Schedules Wellness Committee meetings.
6. Reviews other state agency wellness plans and maintain communication with other agencies – public and private – to promote collaborative efforts in worksite wellness activities. This will include, but not be limited to, attendance at related workshops and conferences.

7. Provides technical assistance and advice to agency Wellness Planners on wellness policies and program administration.

8. Develops program materials, training, and guidance for use by Wellness Planners.

9. Electronically promotes the Wellness Program, wellness activities, and healthy lifestyle choices agency-wide.

10. Suggests appropriate updates to Wellness Program policies and wellness plan for approval by the Wellness Committee.

The Wellness Committee will be comprised of the Wellness Coordinator and appointed representatives from recognized associations and subject matter specialists.

The Wellness Committee:

1. Meets at least once a year to determine activities for the upcoming year, and identifies resources that will support the overall Wellness Program.

2. Develops, promotes, and implements wellness activities.

3. Ensures that the Wellness Program does not conflict with other agency policies or programs.

4. Makes program recommendations to executive management for approval.

Injury

Employees injured by participating in the wellness program are not eligible for workers' compensation benefits unless their participation in the wellness program event was in the course and scope of their job duties and employment.

Website

For more information about the Wellness Program, visit the ACC Wellness Program website on @ACC.
Physical Activity Readiness Questionnaire

Employee Name__________________________  Employee ID # 0 0 0 0 __ __ __ __ __

This questionnaire will help you determine if you should seek medical advice regarding the types and intensity of physical activity most suitable for you.

To be eligible during the next 12 months to engage in physical activity at any Austin Community College (ACC) facility or to participate in any ACC sponsored employee wellness program event, activity, or service that involves physical activity, a ACC Employee Wellness Program Physical Activity Readiness Questionnaire and a ACC Employee Wellness Program Physical Activity Participation Agreement must be submitted to HR Benefits office. To remain eligible, an updated questionnaire must be submitted every twelve (12) months.

A. Anyone with one or more of any of the following four conditions must seek medical advice prior to engaging in physical activity at ACC:
   • Chest discomfort with exertion or existing heart disease;
   • Unusual shortness of breath;
   • Dizziness, fainting, blackouts; or
   • Any other medical problem that prevents you from safely participating in physical activity.

Do you have any of the medical conditions listed above? If the answer is “Yes,” STOP HERE! Contact your primary care provider for an evaluation before participating in a worksite physical activity and ask him or her to complete Part C below. If the answer is “No,” proceed to Part B below.

B. Anyone with two or more of any of the eight following risk factors must seek medical advice prior to engaging in physical activity at ACC:
   • Physically inactive, that is, you have not participated in physical activities of at least a moderate level (i.e., that caused light sweating and slight-to-moderate increases in breathing or heart rate) for at least 30 minutes per session and for at least 3 days per week for at least 3 months;
   • Cigarette smoker;
   • Diabetes;
   • High blood pressure that is not controlled;
   • A cholesterol problem that is not controlled;
   • Family history of heart disease (developed in father/brother before age 55 or mother/sister before age 65);
   • Abdominal circumference greater than 40 inches for males or greater than 35 inches for females;
   • Age greater than 45 years for males or greater than 55 years for females.
Do any two (2) or more of the risk factors listed in above apply to you? If you answered “Yes,” contact your primary care provider for an evaluation before participating in worksite physical activity and ask him or her to complete Part C below.

C. Please initial the response below that applies:
   ________ My doctor has advised me regarding the type and intensity of physical activity that would be appropriate for me.
   ________ I do not have any of the medical problems described in “A” above, nor do I have two or more of the risk factors described in “B” above.

Printed Name_________________ Unit/Department name__________________________

Participant’s Signature ______________________ Date ____ ____ / ____ ____ / 2 0 ____

Phone (____) _______________________  E-mail_____________________________
ACCEMPLOYEE WELLNESS PROGRAM  

Physical Activity Participation Agreement

Employee Name__________________________  Employee ID # 0 0 0 0 0 0

I desire to voluntarily participate in any Austin Community College (ACC) sponsored employee wellness program event, activity, or service that involves physical activity and/or use the facilities and equipment provided by the State of Texas, through ACC for the purpose of personal physical activity.

In consideration of the right and privilege of being permitted to participate in any of the events, activities, and services and/or to have access to and the use of said facilities and equipment:

(Initial next to each statement below)

____ I agree to the conditions set forth herein and acknowledge that the voluntary participation in the aforementioned programs and/or access to and use of facilities and equipment is not a condition of employment, is not related to my employment and therefore, my participation in the aforesaid programs and/or use of facilities and equipment, should any injury occur, will not be covered by worker's compensation.

____ I agree to the condition that if I register and participate in a wellness/fitness course I MUST comply with the following or I will be required to reimburse ACC for costs incurred:

_____ Attend a minimum of 75% of classes
_____ Must obtain a success grade or “pass” on all courses

**note: if both conditions above are not met, employee will be required to reimburse college for costs incurred**

____ I acknowledge that I am fully aware that there are risks for certain individuals participating in activities involving physical exertion.

____ I affirmatively acknowledge that I have completed the ACC Employee Wellness Program Physical Activity Readiness Questionnaire provided by ACC. If necessary, I have obtained independent medical approval prior to participating in these programs and/or using these facilities and equipment, for any activities involving physical exertion. I have no knowledge of any physical condition or disease, which would preclude my participation in these programs, and/or use of these facilities or equipment.

____ If I become aware by any means whatsoever of any medical problem, physical condition, risk indicator, or disease, which would preclude my participation in these programs, and/or use of these facilities or equipment, I specifically agree to withdraw from the programs and/or discontinue use of these facilities and equipment.

____ I agree to notify the building manager and/or wellness program coordinator if I detect any hazards or defects in any of the facilities or equipment to which I am allowed access for these activities.

____ I agree to comply with the ACC policies, procedures and guidelines and any directions from ACC Wellness staff when participating in a ACC physical activity programs or using ACC facilities and equipment made available for that purpose.

____ I agree to accept full responsibility and hold ACC, ACC employees, and the state of Texas harmless for any injuries sustained while participating in any ACC physical activity program, including instruction or assistance by ACC employees regarding equipment use or physical activity, or using ACC facilities and/or equipment made available for that purpose.

____ I understand that if I violate this agreement I may be denied the opportunity to participate in ACC physical activity programs and/or access to and use of ACC facilities and equipment.
In executing the foregoing, I acknowledge and affirm that I have carefully read the same and have obtained a satisfactory explanation of any part thereof that I do not understand.

Printed Name ___________________________ Unit/Department name ____________________________

Participant’s Signature ___________________________ Date __ __ / __ __ / 2 0 ___
House Bill 1297, 80th Legislative Session provides that agencies may award up to eight hours of additional leave time each year to an employee who:

A. Receives a physical examination; and
B. Completes either an online health risk assessment (HRA) tool provided by the board or a similar health risk assessment conducted in person by a worksite wellness coordinator.

The Austin Community College (ACC) will offer the following:

- Employees to take up to 30 minutes 3 times a week for wellness activities upon completion of the ACC Leave Exercise form

And

- Employees may receive up to eight hours of additional wellness administrative leave under the following guidelines:

1. Completes an online health risk assessment as designated by the ACC. Proof of this assessment will be on file with the agency Human Resource Director.

   Proof consists of all six certificate pages from the online assessment showing completion of the assessment. The ACC will not keep any information that is within the health assessment nor the assessment recommendations.

2. Once the Human Resource Director receives the HRA Certificates and Verification of completion of a physical examination, the HR Director will forward the award of eight hours of employee wellness leave (EWA) to the agency timekeeper

3. Once awarded EWA, the employee must use this time within twelve months of the award. When using this leave, use the code EWT for employee wellness leave taken.
Certification of Periodic Physical Examination

Note to Physician – The Austin Community College encourages all employees to see their physician at least annually to get the medical screenings, tests, assessments, or referrals that their physician believes appropriate, and to become aware of their personal health status. Although we encourage employees to complete a web-based health risk assessment, and discuss their risk factors with you, we rely entirely upon the physician to determine which screenings, tests, assessments, or referrals are appropriate, and what the healthy value ranges are for your patient.

Physician Statement

I provided this patient: ________________________ a periodic physical examination on this date: ____________________. The examination included appropriate screenings, examinations, tests, and immunizations. I discussed the results of the patient’s health risk assessment and if appropriate, I have referred the patient for other screenings, examinations, or tests.

Printed Name of Physician _____________________________________________

Physician’s Street Address: __________________________________________________

City/State/Zip: ____________________________________________________________

Phone Number: __________________________________________________________

Physician’s Signature: _____________________________________________________

Date: ________________

Authorization to Release Dates of Periodic Physical Examinations Referenced on this Form

I authorize (name of physician): __________________________________________ to release the dates only of my periodic physical examination as specified on this form to the Austin Community College for wellness program use. No findings will be released. I understand that I may revoke this authorization, in writing, at any time. I further understand that if I do not agree to this authorization, or if I revoke it, I may not qualify for wellness program incentives. This information is not subject to re-disclosure by the Austin Community College. This authorization expires one year from the date signed.

Employee Signature: ______________________________________________________

Date: __________________________
Austin Community College Exercise Leave

House Bill 1297 allows state agencies the following: 30 minutes during normal working hours for exercise three times each week.

Therefore the Austin Community College (ACC) establishes the following exercise policy:

To receive the benefit of an additional 30 minutes three times a week, a ACC employee must file a specific exercise plan to include when the 30 minute exercise component will be used and which days of the work week it will occur. The plan must be filed with and approved by your supervisor.

The time specified above must be in 30 minute increments, be within the regular work hours of the employee, cannot be at the beginning or end or the work day and must be taken on three separate days. An exception will be granted for an agency led exercise activity such as a boot camp or walk/running group.

The 30 minute increment can be added to breaks or lunch.

The time cannot be accumulated. Use it or lose it at the time specified in the approved plan.

The 30 minute exercise time will not be recorded on time sheets.

The 30 minute exercise benefit may be cancelled or modified by a supervisor depending on business necessity.

The 30 minute exercise benefit is suspended for any ACC employee on work performance discipline.

Bottom line: You must file an exercise plan and stick with it. No week-to-week changes. Plans may be modified upon seasonal weather issues and workloads with your supervisor’s approval.
Appendix 8 - Health Select Risk Assessment

The Health Assessment is a private and secure personal health checkup. It only takes 15 minutes to get instant results. It's a perfect way to jump-start a personal action plan, learn about possible risks, and improve your next physician visit.

To get the best results:
- Bring your key numbers: Blood pressure, cholesterol and BMI
- Also requested: Waist circumference, HDL, LDL triglycerides, fasting glucose
Non health related questions are not required to be answered for submission.

When you're done, we update your records automatically, saving you time and keeping everything up to date across the site. Also check out our FAQ for more details.
## Appendix 10–Campus trail assessment and tracking

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<td><a href="mailto:apalmer@austincc.edu">apalmer@austincc.edu</a></td>
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<td>Linda Morrison (512) 223.7723 <a href="mailto:lindam@austincc.edu">lindam@austincc.edu</a></td>
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<td>Belvolyn Smith, Room 1208; (512) 223-4703. <a href="mailto:bsmith@austincc.edu">bsmith@austincc.edu</a> Assistant: Lisa Guerrero, 223-4700 <a href="mailto:lguerrero@austincc.edu">lguerrero@austincc.edu</a></td>
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<td>David Tucker; Room 1018; (512) 223-8102. <a href="mailto:dtucker2@austincc.edu">dtucker2@austincc.edu</a> Assistant: Melissa Brown, 223-8102. <a href="mailto:mbrown@austincc.edu">mbrown@austincc.edu</a></td>
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<td>Marilyn Lee-Taylor, Room 205; (512) 223-3002. <a href="mailto:mlee@austincc.edu">mlee@austincc.edu</a> Assistant: Sonia Stewart, 223-3002 <a href="mailto:sstewart@austincc.edu">sstewart@austincc.edu</a></td>
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<td>Frank Taylor; Room 2208; (512) 223-6025. <a href="mailto:taylorf@austincc.edu">taylorf@austincc.edu</a> Assistant: Melanie Sweeney, 223-6025 <a href="mailto:mbarnes@austincc.edu">mbarnes@austincc.edu</a></td>
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<td>Betsy Erwin; Room 1140; (512) 223-9104. <a href="mailto:berwin@austincc.edu">berwin@austincc.edu</a> Assistant: Laura de la Rosa, 223-9101, <a href="mailto:ldelaros@austincc.edu">ldelaros@austincc.edu</a></td>
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<td>Lisa Buck Phone (512) 223.1333 <a href="mailto:lbuck@austincc.edu">lbuck@austincc.edu</a></td>
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Appendix 11—Wellness Coordinator draft duties and pay grade

Wellness Coordinator/ Wellness Specialist (hourly)

Reports to HR Benefits Manager

Basic Duties

1. Coordinates, schedules, and assists in planning and development of all wellness program activities, workshops, and events
2. Tracks and report on wellness program participation
3. Coordinates, and recruits presenters for workshops, reviews and reports on workshop and activity assessments
4. Assists in identifying and researching information related to wellness
5. Updates content of wellness website; may update and maintain web pages
6. Serves as communication liaison, answers questions regarding wellness program, disseminates information to campuses, and promotes wellness events, activities and workshops
7. Assists with special projects, as needed
8. Attends wellness committee meetings
9. May conduct wellness workshops
10. May assist in the ordering and disbursement of wellness related merchandise
11. Assists in set up and clean up of wellness activities, workshops and events

Estimated Pay Grade:

13 or 14 (min $34,500; mid $43,184; possible benchmark to Intramural Coordinator)
Appendix 13 - Websites and research

ACC wellness site (majority last updated 2010)

http://www.austincc.edu/hr/wellness/

National County Health Rankings

http://www.countyhealthrankings.org/app/texas/2012/rankings/outcomes/overall

Department of State Health Services

http://www.dshs.state.tx.us/hcquery/report/?mode=summ&areas=287_227_246

DSHS - Cardiovascular Health and Wellness

http://www.dshs.state.tx.us/wellness/healthed.shtm

Texas Legislature Bills

http://www.wellness.state.tx.us/HB1297Lt.pdf

ACC Facilities Master Plan


City of Austin Mayor’s Health and Fitness Council

http://mhfcaustin.org/

President’s Fitness Challenge

http://fitness.gov/participate-in-programs/presidents-challenge/

Adult Fitness Test

http://www.adultfitnesstest.org/

Building a Healthy Texas (statewide agency wellness programs)

http://www.wellness.state.tx.us/history.htm

http://www.wellness.state.tx.us/GetFitTexas/default.htm

http://www.wellness.state.tx.us/resources.htm#policies


http://www.wellness.state.tx.us/activities.htm