

**It is our hope that to the greatest degree possible, the family of FAU has been spared significant tragedy as a result of the storm. Florida Atlantic University has been working around the clock before, during and after Hurricane Wilma to ensure a safe atmosphere for the FAU community. Thank you for your patience and cooperation during this difficult time. Below, please find a series of important Q&As that we hope will assist in your transition to a return to normal operation.**

### **Q & A Regarding FAU Hurricane Recovery Efforts**

*Revised - November 8, 2005*

#### **1. When will all classes resume?**

Beginning Monday, November 7, all Florida Atlantic University classes and business operations on all campuses resume normal operations.

#### **2. Did the university suffer serious damage?**

Along with damage related to signage and vegetation on all of FAU's campuses, the university did sustain damage to four buildings. Fortunately, we've been able to contain the water intrusion and damage caused by the storm. The university is operating under normal business operations, though some offices and the arena are temporarily closed.

**The following Fall 2005 classes have been relocated due to Hurricane Wilma:**

<b>COURSE</b>	<b>TITLE</b>	<b>SCHEDULE</b>		<b>ROOM</b>	<b>Originally scheduled room</b>
HSC 2100-001	HEALTH, FITNESS FOR LIFE	TR	10:00-10:50AM	AL 343	GY 170
HSC 2100-002	HEALTH, FITNESS FOR LIFE	WF	9:00-9:50AM	AC 122	GY 170
HSC 3406-001	ADVANCED FIRST AID	WF	12:00-01:20PM	ED 114	GY 170
HSC 3406-002	ADVANCED FIRST AID	MWF	11:00-11:50AM	AC 118	GY 170
PETC 4720-001	PHYS ED:ELEMENTARY SCHOOL	R	04:00-6:50PM	PS 109	GY 170
PETC 4720-002	PHYS ED:ELEMENTARY SCHOOL	M	04:00-06:50PM	BU 105	GY 170
PETC 4720-003	PHYS ED:ELEMENTARY SCHOOL	T	01:00-3:50PM	NU 116	GY 170
PETC 4720-004	PHYS ED:ELEMENTARY SCHOOL	W	04:00-06:50PM	GS 109	GY 170
PEM 1127-001	PILATES EXERCISE	TR	02:00-02:50PM	NU 115	GY 202
PEM 1127-002	PILATES EXERCISE	TR	03:00-03:50PM	NU 115	GY 202
PEM 1127-003	PILATES EXERCISE	TR	04:00-04:50PM	NU 115	GY 202
PEM 1441-001	KARATE	TR	12:00-12:50PM	NU 115	GY 202
PEM 2121-001	YOGA	MW	11:00-11:50AM	NU 115	GY 202
PEM 2121-002	YOGA	MW	10:00-10:50AM	NU 115	GY 202
PEM 2445-001	TAI CHI	TR	11:00-11:50AM	NU 115	GY 202
PEM 2173-001	LOW IMPACT AEROBICS	WF	01:00-01:50PM	AL 130	GY 202

PEM 2173-002	LOW IMPACT AEROBICS	TR	01:00-01:50PM	PA 102	GY 202
PEM 2173-003	LOW IMPACT AEROBICS	WF	02:00-02:50PM	AL 130	GY 202

### 3. What is the best way to get information regarding the university?

The most accurate and timely information is available on [www.fau.edu](http://www.fau.edu) or through daily university announcements.

### 4. What does the number of missed days mean for students?

To recover academically from the effects of Hurricanes Katrina and Wilma, FAU has developed a plan that allows maximum flexibility for each of the more than 3,000 courses that were affected in different ways by the storms. This plan was developed with the broad input of the university community. Under the plan, one additional day of class time has been recaptured by the elimination of Reading Day and the restructuring of commencement, which will be held on December 9 only, instead of December 8 & 9. An optional additional week of class meeting time will be made available the week after commencement ceremonies for those classes that were most adversely affected, primarily certain evening and weekend classes and special classes such as internships. Daytime classes will follow the original calendar of classes and final exams as modified individually. Faculty in all classes will work with their students to prepare individual plans for accommodating lost class time that will be reviewed and approved by respective department chairs and deans no later than November 10. In addition certain deadlines are being extended as needed. Students should work with their professors to get details on how each class will be modified. For more information on the academic recovery plan, please visit <http://www.fau.edu/recovery05/faculty.htm>.

### *Response to early feedback on academic recovery plan*

*During this hurricane season, FAU lost 11 days of class time. This week members of our student body, our faculty and our administration jointly developed and approved a plan to help recover as much of the lost class time as possible.*

*As you may have noticed on our web site and in our email announcements, we have now developed a process that will allow faculty to work with their students to recover the lost time in a format that best suits each class. As a matter of policy, FAU's goal is to recapture at least 90% of the total instructional time lost as a result of the storms. The formula used to determine how the time will be made up is based on instructional minutes. Some classes, particularly those taught on the weekend and in the evenings have lost more minutes of instruction than others. These classes in particular may see an extension of class time beyond the original end of the semester. We understand that in some cases these modifications in class schedules may place additional burdens on students. We remind those students that our faculty and university administration are here to help find resolution to their situation. Though we ask that students meet with their professors first, if resolution proves difficult, students are encouraged to work with their department chair and dean.*

*Please note all of the proposed plans by faculty to reclaim at least 90% (or the equivalent) of their instructional minutes will be submitted to the department chairs and deans by Nov. 10 for approval. Faculty will not simply condense their syllabi to accommodate for the lost time. Detailed plans highlighting the modified schedules will be reviewed and approved for each class.*

*We appreciate the patience and willingness of students to work with faculty members during this time. Together we will develop a plan that satisfies academic requirements and allows each student to receive the instruction needed to lead to a bright future.*

**5. What if I have a child at Henderson or Slattery schools?**

The A.D. Henderson University School, Karen Slattery Development Center and the FAU High School have resumed normal operating hours, including the after school programs. However, due to the lack of lighting in some areas and on streets and perimeter roads, the schools request that all parents and children exit campus prior to 6 p.m. and all school and center employees exit campus before 6:30 p.m.

**6. If I am in need of support services, including counseling, what can I do?**

Faculty and staff who are going through difficult times due to this hurricane season may contact the Employee Assistance Program for help in dealing with this crisis. The number to the Counseling Services Institute is 1-800-492-0253. Every employee is entitled to three free sessions with a licensed therapist. Any member of FAU's faculty, staff or the student body in need of counseling service may also call or contact Student Affairs beginning immediately at 561-297-3540. Services are also available through the FAU Police Department's Office of Victim Services at 561-297-3500.

As part of the FAU community, if you have experienced hardships related to Hurricane Wilma, you may also contact Bobbi Rice, university ombudsman, at [rice@fau.edu](mailto:rice@fau.edu).

**7. Will there be special funds available for hurricane victims?**

If any student is experiencing extreme financial needs due to circumstances related to the hurricane, they should contact the Financial Aid Office on any of FAU's campuses. Note, the phone number for the Boca Raton campus is 561-297-3530, Broward campuses, 954-236-1230 and Jupiter campus, 561-799-8633. Students on the Treasure Coast campuses may contact any of these numbers.

An initiative will be taken to raise funds for any member of the FAU community who has experienced extreme financial difficulties related to Hurricane Wilma. Contact Monica Jara at the Daniel Weppner B. Volunteer Center at 561-297-3607.

**8. What about paychecks or deadlines on financial obligations?**

It is Florida Atlantic University's commitment that all paychecks and checks relative to vendor payments and financial aid will be dispersed on schedule. Regarding

payroll, timekeepers will be able to input payroll information for the payroll dated November 10, 2005 (November 11, is a University holiday), on Thursday, November 3 and Friday, November 4. For those on direct deposit, your payroll was not affected by Hurricane Wilma. For those who do not receive their paychecks via direct deposits, Florida Atlantic University policy requires all employees to receive their salary and other payments via direct deposit. A direct deposit form is available on the Personnel Services website at: <http://personnel.fau.edu/forms.htm> in the Processing and Records section. Please fill this authorization form out and return it to the Payroll Department for processing by Monday, November 7, 2005.

For those employees who have been unable to establish an account with a financial institution, an account will be established with Bank Atlantic, FAU's on-campus banking partner. Bank Atlantic offers free banking services to FAU employees who direct-deposit their bi-weekly paycheck and has branch offices conveniently located throughout the service region. There are many benefits to direct deposit including convenience, security and immediate access to funds.

The Florida Atlantic University disaster recovery plan now states that all payments to the university employees be made via direct deposit. On Thursday, November 10, those receiving hard copy payroll checks will receive, along with your hard copy check, some additional information regarding this important issue. Please take the time to review the direct deposit information and options that will be made available to you.

Questions regarding paychecks should be directed to the Payroll Department or contact Athina Theodosis, [atheodos@fau.edu](mailto:atheodos@fau.edu). Questions regarding accounts payable and travel should be directed to Denize Grant, [dgrant@fau.edu](mailto:dgrant@fau.edu).

**9. What is the status of special events occurring on FAU's campuses?**

Many special events have been cancelled or postponed. Please review the [university calendar](#) or daily email announcements to find out the status of the proposed events occurring on campus. You may also contact the event organizer for further information.

**10. How will the hurricane affect university funding?**

The university has estimated the cost of the damage from Hurricane Wilma to be between \$4.5 and \$6 million dollars. President Brogan has set up a task force chaired by Dr. Ken Jessell, vice president for financial affairs, to coordinate cost reimbursements from FEMA and the State of Florida, Division of Risk Management. In addition, President Brogan will address the Board of Governors at their November meeting regarding the damage from Hurricane Wilma at Florida Atlantic University.

**11. Will annual Open Enrollment for employee benefits be extended?**

As a result of Hurricane Wilma, the 2005 Open Enrollment will be extended in the following counties: Broward, Collier, Miami-Dade, Glades, Hendry, Indian River, Lee, Martin, Monroe, Okeechobee, Palm Beach and St. Lucie. Employees will have

additional time to make changes to their benefits enrollment for calendar year 2006. Elections made during this period can only be done by **calling** the People First Service Center at (866) 663-4735, Monday through Friday from 8:30 am to 5:30 pm Eastern Time. The People First website and IVR systems will be unavailable for benefits enrollment during this time. **This extension will end Thursday, November 10, 2005 at 5:30 pm Eastern Time.** Changes made during this extension will be effective January 1, 2006. As a result of the extension, there may be delays in receiving enrollment materials and benefit identification cards.

Employees who have additional questions or concerns may call the Department of Personnel Services at (561) 297-3073, -2061, or -3071.

**12. Will the collective bargaining ratification deadline be extended?**

The deadline for ballots for ratification of the revisions to the 2003-2006 FAU BOT/UFF Collective Bargaining Agreement has been extended until November 14th. The complete text of the affected Articles is on reserve at all campus libraries and is available at [www.fau.edu.edu/bot/cba.pdf](http://www.fau.edu.edu/bot/cba.pdf). The ballots will be counted in PS 336 at 3 p.m. on November 14.

**13. With Parking Lot 5 closed, where can I park?**

There are currently spaces available in both parking garages and Parking Lot 1 (near the College of Nursing).