Introduction

A. Who We Are

Pharmacy Council is the student governance within the University of Texas at Austin College of Pharmacy (UTCOP). We are made up of an Executive Committee, representatives from each student organization, class representatives, committee chairs, and student initiative chairs (Project Collaborate and Know Your Medicine).

B. What We Do

Pharmacy Council is responsible for representing the voice of students in the College of Pharmacy. We actively work to meet the needs of students and professional organizations within the College of Pharmacy. Furthermore, we are constantly trying to improve student life within the UTCOP and promote the profession of pharmacy.
C. Our Mission and Vision

Pharmacy Council’s vision is to “work in unity with the UT College of Pharmacy student body, professional organizations, and Pharmacy Council members to be the best pharmacy student governance in the world.”

Pharmacy Council’s mission is to “provide: an official voice through which student opinion may be expressed; a structured organization for student involvement within the organization and College; a means for professional and leadership development; a system for enhancing the quality and scope of pharmacy education; and the support and direction for projects related to the profession of pharmacy and related fields which benefit the University, the College, the students, and the community.”

D. Code of Conduct

Pharmacy Council members are expected to exhibit high standards of conduct. All members are expected to adhere to the Code of Conduct for the University of Texas at Austin College of Pharmacy (Quick Reference #4 on page 20). Members are expected to conduct themselves respectfully and professionally at all times. This extends to all activities associated with the College of Pharmacy as well as verbal and written communication.

Member-Specific Information

Pharmacy Council cannot exist or function properly without full involvement of all its members. Each of you plays a key role in the mission of the Council and your work is greatly appreciated. Below you will find information regarding your position, other positions like yours, and other positions in the Council with which you may not be as familiar. In order for any organization to function well, each member should have an understanding not only of what he or she does within that organization, but also what others are doing to fulfill the organization’s mission.

A. Executive Committee

The Executive Committee is the seven-member group charged with running Pharmacy Council. The President serves as its chair and the Faculty Advisor serves on this committee in an ex-officio capacity (i.e., by virtue of her position as Assistant Dean for Student Affairs). The Executive Committee is charged with appointing Pharmacy Council committee chairs as well as the general oversight of Pharmacy Council.

The President serves as the Chief Executive Officer of Pharmacy Council. In this role, the President must attend to all needs and requirements of the Council. Furthermore, the President serves as a member of the Senate of College Councils. The President presides over all meetings of the Council and cannot concurrently serve as the president of another student organization within the College of Pharmacy.

The President-Elect is the President-in-training. He or she assists the President with assigned duties and performs any duties of the President in his or her absence.

The Vice President coordinates the membership of all Pharmacy Council committees and is an ex-officio member of each one. Additionally, the Vice President assists the President with his or her assigned duties.
The *Financial Director* is the Chief Financial Officer of Pharmacy Council. In this role, the Financial Director serves as the chair of the Committee on Finance (composed of the President, President-Elect, Vice President, Financial Director, and Faculty Advisor). The Financial Director is also a member of the Senate of College Councils and maintains all of Pharmacy Council’s accounts.

The *Senate Representative* is the College of Pharmacy’s student representative in the University of Texas at Austin’s Senate of College Councils. In this role, the Senate Representative reports to the Council all relevant activities taking place in Senate and assists the Council in various activities as needed.

The *Student Government (SG) Representative* is the College of Pharmacy’s student representative in the University of Texas at Austin’s Student Government. In this role, the SG Representative reports to the Council all relevant activities taking place in Student Government and assists the Council in various activities as needed.

The *Secretary* takes roll at the Council’s general assemblies, records and publishes meeting minutes, and compiles the calendar featuring all student organization events for the year. Additionally, the Secretary assists the Council in various activities as needed.

### Table 1. Executive Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Bobby Lamontagne</td>
<td><a href="mailto:robert.1.lamontagne@gmail.com">robert.1.lamontagne@gmail.com</a></td>
</tr>
<tr>
<td>President-Elect</td>
<td>Christopher Medlin</td>
<td><a href="mailto:cgmedlin@utexas.edu">cgmedlin@utexas.edu</a></td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>Joel Moore</td>
<td><a href="mailto:robertjoelmoore@gmail.com">robertjoelmoore@gmail.com</a></td>
</tr>
<tr>
<td>Faculty Advisor</td>
<td>Dr. Diane Ginsburg</td>
<td><a href="mailto:diane.ginsburg@austin.utexas.edu">diane.ginsburg@austin.utexas.edu</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Marilyn Mootz</td>
<td><a href="mailto:marilyn.mootz@utexas.edu">marilyn.mootz@utexas.edu</a></td>
</tr>
<tr>
<td>Financial Director</td>
<td>Matt Davis</td>
<td><a href="mailto:mattdavis138@gmail.com">mattdavis138@gmail.com</a></td>
</tr>
<tr>
<td>Senate of College Councils</td>
<td>Jonathan Enchinton</td>
<td><a href="mailto:jenchinton@utexas.edu">jenchinton@utexas.edu</a></td>
</tr>
<tr>
<td>Representative</td>
<td>Lilian Tran</td>
<td><a href="mailto:lilianqtran@utexas.edu">lilianqtran@utexas.edu</a></td>
</tr>
<tr>
<td>Student Government Representative</td>
<td>Aanika Das</td>
<td><a href="mailto:aanika.das@gmail.com">aanika.das@gmail.com</a></td>
</tr>
</tbody>
</table>

**B. Committee Chairs**

The core of Pharmacy Council lies within the next set of members. The committee chairs of Pharmacy Council are responsible for planning, organizing, and running almost all of the UTCOP’s major events. The list of duties for our 12 committees and 2 student initiatives are as follows:
New Student Orientation (NSO) Committee (4 chairs) -- Appointed in January

- Organize the events of New Student Orientation (NSO) which take place during the first week of the fall semester
- Attend all NSO events
- Appoint NSO Subcommittee chairs
- Oversee NSO subcommittee activities
- Recruit current pharmacy students to serve as mentors for incoming students
- Match new students with current students as mentors and mentees
- Plan and host the P2 Sendoff in the Spring semester
- Must reside in the Austin area during the summer, although it is up to the discretion of the selected NSO chairs whether subcommittee members be in Austin or simply participate during NSO itself
- Mandatory attendance required at all general Pharmacy Council meetings
- Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

University Outreach Committee (2 chairs)

- Organize the events for Pharmacy Month in October (which include, but are not limited to, guest speakers, health screenings, and social events)
- Communicate with student organizations to coordinate Pharmacy Month's activities
- Recruit volunteers, and organize events and projects for Explore UT (the University-Wide event for the community and prospective students)
- Brainstorm, develop, and implement novel Explore UT programs to introduce the community and prospective students to the profession of pharmacy
- Send checklist and post-event evaluation to all committee chairs after Explore UT event
- Mandatory attendance required at all general Pharmacy Council meetings
- Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

Prospective Student Interview Committee (4 chairs)

- Oversee the entire Prospective Student Interview Process
- Recruit & manage student volunteers, including P3 students to conduct interviews with faculty members and practitioners
- Coordinate interviewee groups and rotations
- Ensure interview process stays on schedule
- Present a brief overview of the College to prospective students during the interviews
- Mandatory attendance required at all general Pharmacy Council meetings
- Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council
Faculty Relations Committee (2 chairs)

- Enhance faculty-student relationships by organizing events (such as fall/spring socials, breakfasts, lunches, thank you letters, coffees) designed to honor faculty and teaching assistants in the College
- Participate in and coordinate the Faculty Breakfast, held during Faculty Appreciation Week.
- Participate in and coordinate events each day of Faculty Appreciation Week to honor faculty
- Plan and organize the College-wide Winter Social “Celebration of Service” event and Spring Social "Teaching Excellence Awards."
- Coordinate all aspects of the events listed above. This includes but is not limited to: coordinating presentation information with all organizations, arranging catering, planning decorations, etc.
- Plan and organize the semesterly stress relief events (fall and spring) to bring students together outside of the classroom
- Mandatory attendance required at all general Pharmacy Council meetings
- Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

Student Affairs Committee (1 chair)

- Voice and discuss student issues, and follow through with issues until resolution
- Plan, organize, and chair the Student Affairs Meeting, held each semester. The meeting will focus on researched issues affecting students within the College.
- Solicit applications from students to serve on the College of Pharmacy Standing Committees.
- Review and select student members to serve on Standing Committees (admissions, curriculum, faculty-hiring, etc.)
- If representation is requested, serve on TETA committee along with at least three students from each class and the President and Vice President of Pharmacy Council.
- Conduct monthly meetings with Standing Committee members
- Mandatory attendance required at all general Pharmacy Council meetings
- Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

Communications and Development Committee (2 chairs)

- Work with the Development and Alumni Affairs office to increase student involvement in gift stewardship and alumni contact
- Organize volunteers for monthly Thank You Note sessions. Students write letters for donors to the College of Pharmacy
- Serve as historian for Pharmacy Council: take photos at all events, meetings, and other Pharmacy Council related activities.
- Mandatory attendance required at all general Pharmacy Council meetings
• Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

Health Awareness and Interprofessional Communication Committee (2 chairs)
• Promote disease awareness to the College and University through monthly projects including, but not limited to guest lecturers, passing out disease-awareness ribbons, or designating disease awareness days
• Coordinate the Health Awareness Program at the University Health Services (UHS) and collaborate with other organizations, colleges, and schools on campus to promote health education.
• Utilize College of Pharmacy Educational Materials at the UHS Health Awareness Program
• Along with the student initiatives (KYM and Project Collaborate) and other relevant Pharmacy Council Committees, build relationships with the Presidents of the Graduate School of Nursing, Undergraduate School of Nursing, and the School of Social Work
• Promote and lead any collaborative events between colleges. This includes, but is not limited to, the School of Social Work’s Fall semester CLASH event.
• Set up an interprofessional communication seminar in the Fall which involves the College of Pharmacy, the School of Social Work, the Nursing School, and the School of Public Health.
• Work with Project Collaborate and Know Your Medicine to encourage interprofessional involvement at health screenings and other awareness events.
• Research and find an interprofessional competition in which our College can participate. The competition must be health-care related and involve other colleges/schools of health care.
• Mandatory attendance required at all general Pharmacy Council meetings
• Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

LPPA Liaison (1 chair)
• Provide pertinent information to LPPA members at bimonthly meetings. This includes College of Pharmacy events, volunteer opportunities, and intramural sports.
• Attend all LPPA meetings
• Assist pre-pharmacy students throughout the application process
• Plan and host a mock interview session for LPPA members
• Work in cooperation with LPPA to sponsor an event during Pharmacy Month
• Mandatory attendance required at all general Pharmacy Council meetings
• Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

Intramural Sports Coordinator (2 chairs)
• Register the College of Pharmacy students for intramural sports
• Organize the College’s representation on intramural sports teams
• Organize other sporting activities for faculty and students.
• Chair must participate in intramural sports
● Cooperate with the Fundraising Chairs to research and implement means to fund student IM sports registration fees.
● Mandatory attendance required at all general Pharmacy Council meetings
● Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

Educational Events (2 chairs)
● Maintain a central database of all educational materials made by College of Pharmacy student organizations
● Participate in the approval process of new educational materials, along with Professor Rush and Dr. Seltzer
● Connect student organizations with the educational materials needed for presentation at events
● Oversee the presentation of educational materials by organizations at college-wide events
● Maintain strong relations with Project Collaborate and KYM in managing events sign-up sheets for poster presentations
● Mandatory attendance required at all general Pharmacy Council meetings
● Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

Fundraising Committee (2 chairs)
● Design and purchase new items for sale by Pharmacy Council
● Organize and coordinate all fundraising product purchases
● Publicize and lead business card ordering and sales (Pharmacy Council-sponsored fundraising initiative)
● Participate in all college-wide fundraising events (Alumni Weekend, CE, etc.) and college-specific fundraising days
● Mandatory attendance required at all general Pharmacy Council meetings
● Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

Culture Week (2 chairs)
● Organize, plan, and advertise culture week
● Enlighten students to the diversity within the College through campus-wide initiatives, cultural event notifications, and experiences that enhance cultural competency
● Communicate with student organizations and coordinate their participation in culture week
● Organize photo opportunities, decorations, and advertising leading up to the event week
● Mandatory attendance required at all Pharmacy Council meetings
● Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council
Project Collaborate (2 chairs) [Student Initiative]

- Lead the Project Collaborate Committee, which consists of two members (a junior and senior representative) from each UTCOP Student Organization and the At-Large representatives.
- Find, organize, and run College of Pharmacy health screenings, along with the assistance of Project Collaborate Committee members.
- Involve all four campuses (AUS, SAN, ELP, RGV) in Project Collaborate efforts. A minimum of three screenings per semester is expected.
- Maintain a record of all patients screened, student experience feedback, and patient satisfaction survey responses.
- Oversee publicity and outreach activities on behalf of Project Collaborate
- Provide patients with health-related information and connect patients with health resources (educational materials, primary care provider contact, charitable clinic options, etc.)
- Involve School of Social Work and School of Nursing students in Project Collaborate events
- Provide the opportunity for students to present posters at all screenings
- Create goals for each year and ensure that goals are being achieved at regular intervals throughout the year
- Applicants must have significant health screening experience, be organized, have good communication skills, and have a passion for helping others. Requirements for applicants are included as an addendum to the application
- Mandatory attendance required at all general Pharmacy Council meetings
- Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

Know Your Medicine (2 chairs) [Student Initiative]

- Oversee medication review and follow-up call service events at their respective regions
- Work collaboratively to advance distance site collaboration
- Lead the KYM Committee, which consists of 2 Committee Co-Chairs, 1 Inventory and Marketing Director, Regional Coordinators (2 from each region), and Internal Development Project Leaders (1 in each of four domains)
- Find, organize, and run College of Pharmacy medication review and health screening screenings, along with the assistance of KYM Committee members.
- Involve all four campuses (AUS, SAN, ELP, RGV) in efforts.
- Maintain record of all patients screened
- Oversee publicity and outreach activities on behalf of KYM
- Provide patients with health-related information and connect patients with health resources (educational materials, primary care provider contact, charitable clinic options, etc.)
- Provide the opportunity for students to present posters at all screenings
- Create goals for each year and ensure that goals are being achieved at regular intervals throughout the year
- Ensure that research and projects are on track with the 5-year vision of KYM

< Pharmacy Council Manual 2015-2016 >
- Play an active role in the research associated with KYM
- Ensure that the region coordinators and project team leaders prepare tangible results that detail their work with KYM
- Mandatory attendance required at all general Pharmacy Council meetings
- Complete a post-event evaluation, checklist, and event report(s) provided by the Vice President of Pharmacy Council

While the previous duties represent the core of Pharmacy Council, committee chairs are not limited by the duties listed above. Committee chairs have the opportunity, and are highly encouraged, to expand the role of their position and turn their innovative ideas into reality. Past and present Executive Officers have made great considerations when selecting the newest committee chairs for this very reason. Executive Officers reviewed all applications for each committee chair position, and have selected the most motivated individuals. Each possesses innovative ideas and an understanding of both the tasks and the Pharmacy Council structure. The table below shows the 2015-2016 Committee Chairs.

**Table 2. Committee Chairs**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Collaborate</td>
<td>1. Sarah Rumbellow</td>
<td>1. <a href="mailto:srumbellow@utexas.edu">srumbellow@utexas.edu</a></td>
</tr>
<tr>
<td></td>
<td>2. Kelley Lu</td>
<td>2. <a href="mailto:kelleylu@utexas.edu">kelleylu@utexas.edu</a></td>
</tr>
<tr>
<td>Know Your Medicine</td>
<td>1. Brittny Henderson</td>
<td>1. <a href="mailto:hendersob11@gmail.com">hendersob11@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>2. Chibuokem Amuneke-Nze</td>
<td>2. <a href="mailto:chib.amuneke-nze@utexas.edu">chib.amuneke-nze@utexas.edu</a></td>
</tr>
<tr>
<td>LPPA Liaison</td>
<td>Jessie Cruz</td>
<td><a href="mailto:cruz.j@utexas.edu">cruz.j@utexas.edu</a></td>
</tr>
<tr>
<td>University Outreach</td>
<td>1. Carolin Nguyen</td>
<td>1. <a href="mailto:carolin.nguyen08@gmail.com">carolin.nguyen08@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>2. Lily Luong</td>
<td>2. <a href="mailto:lily.luong@utexas.edu">lily.luong@utexas.edu</a></td>
</tr>
<tr>
<td>Faculty Relations</td>
<td>1. Cat McCormack</td>
<td>1. <a href="mailto:mccormackcat@gmail.com">mccormackcat@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>2. Anndee Shaunessy</td>
<td>2. <a href="mailto:a.shaunessy@utexas.edu">a.shaunessy@utexas.edu</a></td>
</tr>
<tr>
<td>Culture Day</td>
<td>1. Diem Ho</td>
<td>1. <a href="mailto:hpdiem@utexas.edu">hpdiem@utexas.edu</a></td>
</tr>
<tr>
<td></td>
<td>2. Nicole Williams</td>
<td>2. <a href="mailto:nwilliams@utexas.ed">nwilliams@utexas.ed</a></td>
</tr>
<tr>
<td>Fundraising</td>
<td>1. Rock Sudhii</td>
<td>1. <a href="mailto:rsuddhi93@gmail.com">rsuddhi93@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>2. Ronak Patel</td>
<td>2. <a href="mailto:ronak.s.patel3@gmail.com">ronak.s.patel3@gmail.com</a></td>
</tr>
<tr>
<td>Health Awareness &amp; Interprofessional Communication</td>
<td>1. Haemy Chung</td>
<td>1. <a href="mailto:haemycat@hotmail.com">haemycat@hotmail.com</a></td>
</tr>
<tr>
<td></td>
<td>2. Kiersten Braasch</td>
<td>2. <a href="mailto:kierstenbraasch@utexas.edu">kierstenbraasch@utexas.edu</a></td>
</tr>
<tr>
<td>Educational Events</td>
<td>1. Haley Quinlan</td>
<td>1. <a href="mailto:haleyquinlan@gmail.com">haleyquinlan@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>2. Sofie Park</td>
<td>2. <a href="mailto:yeonjoonpark92@gmail.com">yeonjoonpark92@gmail.com</a></td>
</tr>
</tbody>
</table>
| Intramural Sports Coordinator | 1. Jordan Meckel  
2. Satya Patel | 1. jordan.meckel@utexas.edu  
2. satyapatel2011@gmail.com |
|-------------------------------|----------------|---------------------------------|
| Communications and Development | 1. Julia Barber  
2. Taylor Blevins | 1. julia.barber@utexas.edu  
2. tbblevins@gvtc.com |
| Student Affairs | Joshua Maldonado | josh.mmaldonado@utexas.edu |
| Prospective Interview Chairs | 1. Tori Vaughan  
2. Tania Joakim  
3. Zach Lewitz  
4. Leny Keerikattu  
5. Sydney Braasch | 1. tori.vaughan@utexas.edu  
2. tania.joakim@gmail.com  
3. z_lewitz@utexas.edu  
4. lenykeerikattu@gmail.com  
5. sydneybraasch@yahoo.com |
| New Student Orientation Chairs | 1. Chibuokem Amuneke-Nze  
2. Christopher Medlin  
3. Lauren Stanz  
4. Ashley Beatty | 1. chib.amuneke-nze@utexas.edu  
2. cgmedlin@utexas.edu  
3. lkstanz@me.com  
4. abeatty@utexas.edu |

Every Committee Chair is also expected to have a clear understanding of the **Key Points**. This is a list of expectations and policies that all committee members must follow. They are presented during Committee Chair Orientation at the end of the spring semester. Below are the three Key Points:

1. **Attendance**
   A. Every committee chair is expected to attend all Pharmacy Council general assemblies. If a member is unable to attend, they must email the Secretary immediately with their excuse.
   B. If a committee chair RSVPs for an event, they are expected to attend the event.
   C. Attend every Executive Advisory Committee meeting or individual meetings appointed by the Vice President. Executive Advisors are executive members who will schedule monthly meetings with their committees. These meetings will involve the executive members and the Vice President requesting updates from their respective committee members. The executive advisors will also update committee members on current events within Pharmacy Council. Below are the Executive Advisory Committees:

   - **President - Bobby Lamontagne**
     - *Project Collaborate*
     - *Know Your Medicine*
     - *Student Affairs*

   - **Financial Director - Matt Davis**
     - *Fundraising*
     - *University Outreach*
2. Updates

A. Google Docs

- Every committee chair will be sent a Google Document from their executive advisor that will be used for their timeline. In this document, committee chairs will actively update it with any actions (including General Assembly attendance and meeting with faculty, staff, or other students organizations) that have been performed in regards to Pharmacy Council. Each activity should be dated. Committee chairs are encouraged to be as detailed as possible as this will serve as a vital resource when creating the final checklist to be included in their Drive folder.

- After an event concludes that a committee chair hosted or planned, they will also be sent an evaluation sheet by their advisor. This sheet will have a list of questions to give the committee chair member an opportunity to give constructive feedback on the whole process.

B. Google Drive

- The UT College of Pharmacy’s Pharmacy Council Google Drive has many resources that will aid committee chairs throughout the year. Each committee has their own folder with information such as checklist and evaluations of events from the past years. All materials relevant to the committee chair position will be included in their individual drive. Committee chairs will also be expected to update their Drive folder with any photographs taken at their respective events. To obtain access to individual committee Chair drive folders, please contact the Vice President.

3. Professionalism
A. E-mail – Being professional in all forms of communication is a key to success. Please be sure that you are always living up to the high standards of professionalism, especially in e-mail communications.

B. Concerns – If you are having difficulty with a fellow chair or member of Pharmacy Council, please contact an Executive Committee member ASAP.

C. Conduct at College Events – Professionalism is expected at these events, too. Remember that you are the UTCOP’s representatives and should act in a way befitting that role.

C. Student Organization Presidents & Representatives

Each student organization within the UTCOP has a voice within Pharmacy Council. The president of each organization and an appointed representative serve as voting members of Pharmacy Council. Pharmacy Council general assemblies are a great opportunity for organizations to collaborate and discuss ideas and concerns. Like all other members of Pharmacy Council, these individuals must attend every general assembly.

Table 3. Student Organization Presidents & Representatives

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name (Office)</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>APSA</td>
<td>Jeremy Leing (President) Yi-Rui Lye (Pharmacy Council Rep)</td>
<td><a href="mailto:jeremy.leing@utexas.edu">jeremy.leing@utexas.edu</a> <a href="mailto:yirui7lye@gmail.com">yirui7lye@gmail.com</a></td>
</tr>
<tr>
<td>CPF</td>
<td>Janice Burgos (President) Daniel Kiang (Pharmacy Council Rep)</td>
<td><a href="mailto:ajuburgos@gmail.com">ajuburgos@gmail.com</a> <a href="mailto:daniel_kiang@alumni.baylor.edu">daniel_kiang@alumni.baylor.edu</a></td>
</tr>
<tr>
<td>CPSA</td>
<td>Serena Oh (President) Monica Garza (Pharmacy Council Rep)</td>
<td><a href="mailto:xsoh@utexas.edu">xsoh@utexas.edu</a> <a href="mailto:magarzak@utexas.edu">magarzak@utexas.edu</a></td>
</tr>
<tr>
<td>EPSPA</td>
<td>Joel Isais (President, Pharmacy Council Rep)</td>
<td><a href="mailto:jisais@utexas.edu">jisais@utexas.edu</a></td>
</tr>
<tr>
<td>HAP</td>
<td>Christopher Medlin (President) Andrew Rubio (Pharmacy Council Rep)</td>
<td><a href="mailto:cgmedlin@utexas.edu">cgmedlin@utexas.edu</a> <a href="mailto:arubio25@yahoo.com">arubio25@yahoo.com</a></td>
</tr>
<tr>
<td>ISPOR</td>
<td>Andrew Thach (President) Ling Wong (Pharmacy Council Rep)</td>
<td><a href="mailto:avthach@utexas.edu">avthach@utexas.edu</a> <a href="mailto:slwong@utexas.edu">slwong@utexas.edu</a></td>
</tr>
<tr>
<td>KE</td>
<td>Baneen Noorali (President) Ashton Rhea (Pharmacy Council Rep)</td>
<td><a href="mailto:bnoorali@utexas.edu">bnoorali@utexas.edu</a> <a href="mailto:ashtonrhea23@yahoo.com">ashtonrhea23@yahoo.com</a></td>
</tr>
<tr>
<td>NCPA</td>
<td>Jenny Ma (President) Roxie Beatty (Pharmacy Council Rep)</td>
<td><a href="mailto:jennyma012@gmail.com">jennyma012@gmail.com</a> <a href="mailto:abeatty@utexas.edu">abeatty@utexas.edu</a></td>
</tr>
<tr>
<td>PDC</td>
<td>Scott Jermain (President) Mo Abotteen (Pharmacy Council Rep)</td>
<td><a href="mailto:sjermain15@gmail.com">sjermain15@gmail.com</a> <a href="mailto:mo.abotteen@utexas.edu">mo.abotteen@utexas.edu</a></td>
</tr>
<tr>
<td>PGSA</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>PLS</td>
<td>Sarah Rumbellow (President) Aanika Das (Pharmacy Council Rep)</td>
<td><a href="mailto:srumbellow@utexas.edu">srumbellow@utexas.edu</a> <a href="mailto:aanika.das@gmail.com">aanika.das@gmail.com</a></td>
</tr>
</tbody>
</table>
**D. Class Representatives**

Class representatives serve an essential role in Pharmacy Council. They are the elected voices of the students within the UTCOP. Their involvement in student governance is vital and attendance at meetings is crucial. More information regarding class representatives’ roles and responsibilities may be found in Appendix D.

<table>
<thead>
<tr>
<th>Class &amp; Region</th>
<th>Name</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 Austin</td>
<td>Brian Olivares</td>
<td><a href="mailto:briano7971@yahoo.com">briano7971@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td>Teresa Nguyen</td>
<td><a href="mailto:teresa.nguyen@utexas.edu">teresa.nguyen@utexas.edu</a></td>
</tr>
<tr>
<td></td>
<td>Victor Encarnacion</td>
<td><a href="mailto:vencarnacion@utexas.edu">vencarnacion@utexas.edu</a></td>
</tr>
<tr>
<td>P2 Austin</td>
<td>Kelley Lu</td>
<td><a href="mailto:kelleylu.k@gmail.com">kelleylu.k@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Ralph Galega</td>
<td><a href="mailto:ralphgalega@utexas.edu">ralphgalega@utexas.edu</a></td>
</tr>
<tr>
<td></td>
<td>Qasim Adil</td>
<td><a href="mailto:qasimadil@utexas.edu">qasimadil@utexas.edu</a></td>
</tr>
<tr>
<td>P3 Austin</td>
<td>Michael Kent</td>
<td><a href="mailto:michael.kent1287@gmail.com">michael.kent1287@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Tyler Varisco</td>
<td><a href="mailto:tyvarisco@gmail.com">tyvarisco@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Chuck Rapp</td>
<td><a href="mailto:chuckrapp@gmail.com">chuckrapp@gmail.com</a></td>
</tr>
<tr>
<td>P3 San Antonio</td>
<td>Tyler Hall</td>
<td><a href="mailto:tylerbohall@gmail.com">tylerbohall@gmail.com</a></td>
</tr>
</tbody>
</table>

---

**Table 4. Class Representatives – Fall**

<table>
<thead>
<tr>
<th>Class &amp; Region</th>
<th>Name</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 Austin</td>
<td>Brian Olivares</td>
<td><a href="mailto:briano7971@yahoo.com">briano7971@yahoo.com</a></td>
</tr>
<tr>
<td></td>
<td>Teresa Nguyen</td>
<td><a href="mailto:teresa.nguyen@utexas.edu">teresa.nguyen@utexas.edu</a></td>
</tr>
<tr>
<td></td>
<td>Victor Encarnacion</td>
<td><a href="mailto:vencarnacion@utexas.edu">vencarnacion@utexas.edu</a></td>
</tr>
<tr>
<td>P2 Austin</td>
<td>Kelley Lu</td>
<td><a href="mailto:kelleylu.k@gmail.com">kelleylu.k@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Ralph Galega</td>
<td><a href="mailto:ralphgalega@utexas.edu">ralphgalega@utexas.edu</a></td>
</tr>
<tr>
<td></td>
<td>Qasim Adil</td>
<td><a href="mailto:qasimadil@utexas.edu">qasimadil@utexas.edu</a></td>
</tr>
<tr>
<td>P3 Austin</td>
<td>Michael Kent</td>
<td><a href="mailto:michael.kent1287@gmail.com">michael.kent1287@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Tyler Varisco</td>
<td><a href="mailto:tyvarisco@gmail.com">tyvarisco@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Chuck Rapp</td>
<td><a href="mailto:chuckrapp@gmail.com">chuckrapp@gmail.com</a></td>
</tr>
<tr>
<td>P3 San Antonio</td>
<td>Tyler Hall</td>
<td><a href="mailto:tylerbohall@gmail.com">tylerbohall@gmail.com</a></td>
</tr>
<tr>
<td>Pharmacy Council’s Account Numbers</td>
<td>Financial Information</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>A.</strong> Pharmacy Council’s Account Numbers</td>
<td><strong>(IMPORTANT NOTE: If there is a discrepancy between this document and the Student Organization Workbook, follow the Student Organization Workbook.)</strong></td>
<td></td>
</tr>
<tr>
<td>1. <strong>Dean’s Allocation</strong> – 30-8605-1850</td>
<td><strong>Financial Information</strong></td>
<td></td>
</tr>
<tr>
<td>- Your go-to account number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Not for <strong>FOOD</strong> purchases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Stay within your approved budget under this account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- May only be used for items approved in the 2015-2016 budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Fundraising</strong> – 19-6000-2151</td>
<td>(IMPORTANT NOTE: If there is a discrepancy between this document and the Student Organization Workbook, follow the Student Organization Workbook.)</td>
<td></td>
</tr>
<tr>
<td>- Mostly for fundraising chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Money policies for Fundraising Account mentioned in following pages.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Gift</strong> – 30-4213-8026</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- For donations from outside sources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- For questions with this account, contact <strong>Matt Davis</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. <strong>OOEFs - Student Organization Official Occasion Expense Form</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Found on UTCOP Website → Current Students → Student Professional Organizations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- <strong>Must</strong> be turned in by <strong>09/15/15 for FALL and 01/24/16 by 12:00pm (noon) for SPRING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Committee Chairs: Please email your OOEFs to Matt by <strong>09/15/15 (fall) and 01/19/16 (spring)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Form required for ANY event with <strong>food</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- How-to example in <strong>Appendix B</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Dean Ginsburg AND Debra Madden need to sign off before purchases can be made.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- <strong>Important</strong> – When buying goods for events, bring <strong>signed</strong> OOEF to Herman in 5.114.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- <strong>Approved Vendors</strong> (listed in <strong>Appendix C</strong>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- The UTCOP has a list of approved vendors with which they do <strong>DIRECT BILL</strong> orders (details below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Other vendor purchases can be made with the ProCard or Purchase Order (details below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. <strong>Money Policies</strong> – ways to procure goods; read details for process used by your committee!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. <strong>ProCard</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Fill out ProCard form found on UTCOP website (Current Students → Student Professional Organizations)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Pharmacy Council Manual 2015-2016 > |
i. How-to example in Appendix A
b. Turn in ProCard cover sheet to Hermann in 5.114
c. He will give you ProCard for 2 hours (no overnight or weekend check-outs)
   i. Purchases should be tax exempt
   ii. Many vendors will ask for an official tax exempt form; the 5th floor has copies for student use.
d. Upon return, make copy of receipts with copy machine in 5.114, and turn these into Matt
e. Give hard copy of receipts to Hermann as well as ProCard

2. Purchase Order
   a. Outside vendors (not on UTCOP official vendor list) can take money directly out of your account through the 5th floor.
   b. Important to request invoice/receipt copy to turn into Matt.

3. Direct Bill
   a. With UTCOP approved vendors only – restaurants or food service vendors! This list can be found below in Appendix C.
      i. Turn in invoice copy to Matt
      ii. Turn in hard copy to 5th floor.

4. Inter Departmental Transfer (IDT)
   a. UT Copy Services, Texas Union, UTRecSports
      i. Provide your correct account number
      ii. Turn in invoice copy to Matt
      iii. Turn in hardcopy to Joe Sosler in 5.114.

D. Office Supplies
   ● Must be bought through Office Max
      ○ UTCOP has a discounted account associated with Office Max
   ● Fill out Office Max form found on UTCOP website (Current Students → Student Professional Organizations)
      ○ Link available on page 16.
   ● Turn in form to Hermann, and he will submit the order.
   ● Important to ask for email of order to forward to Matt

E. Amazon
   ● For convenience, can order items through Amazon
   ● UTCOP has Prime Account
      ○ Provide Hermann with item names, quantity, and he will place order
   ● Important to ask for email of official order to forward to Matt

F. Fundraising Committee
   ● Keep a logbook of purchases for accounting purposes
   ● Copies should be turned into Matt and the end of each semester
   ● All checks given should be payable to UT Austin
   ● Turn in all funds to Mario Bermea in 5.114
   ● Cash box should not contain more than $50
      ○ Maintain a reserve of $20 in change in the cash box and deposit anything over $50 within 24 hours.
Frequently Asked Questions (FAQs)

A. How many meetings can I miss?
   a. According to the PC Constitution and Bylaws, a Pharmacy Council member is allowed to miss zero meetings.
   b. However, if a reason is provided to the president and secretary before a meeting and the reason for absence is deemed as appropriate, a member may have an excused absence.

B. If I want to get a fundraising item approved, what’s the appropriate procedure?
   New Fundraising Items:
   These are items that have either never been done by your organization or are modified versions of a previous fundraising item.
   A. Set Budget & Goals
   B. Check Legacy Items
      a. Make sure other organizations have not already had a similar design.
      b. Legacy status for each item is in place for three years.
      c. The list of “legacy items” that have already been used by other organizations can be found online under modules on the Canvas page, or at: http://www.utexas.edu/pharmacy/students/organizations/phrcoun/index.html
      d. If you are unsure as to whether another organization sells an item, contact Aanika Das.
   C. Administration approval
      a. Ensure that the organization advisor approves of your design before you do anything else.
      b. All new items and reprints must be approved through the online UT Trademark Portal found here: https://trademarks.utexas.edu/
      c. If it is your first time requesting approval you will have to create a profile. The department is Pharmacy and the organization is Pharmacy Council. You will have to submit details about the item and include any artwork/mock-ups you have.
      d. Vicki Matustik is included in all trademark approvals. If this is a new item, email your artwork to Vicki Matustik (matustik@austin.utexas.edu) prior to submitting to Trademark. If this is a reorder of a previously approved item, there is no need to e-mail your design for approval to Vicki Matustik first as she will review it via the portal.
   D. Pharmacy Council Approval
      a. For the first time the item is requested to be printed, once the item has been approved by your advisor and trademarking, you will need to send your item to Pharmacy Council for approval. This request needs to be submitted to the Pharmacy Council secretary at least one full week before the next Pharmacy Council general meeting.
      b. The form to submit a request for approval can be found under modules in Canvas. Please be sure to email the secretary an image of the proposed item. The secretary will then review the item to make sure that it does not look too similar in appearance to a legacy item and will then send out an electronic ballot for votes.
c. For reprints of previously-approved items for printing/manufacture, there is no need to resend the item to Pharmacy Council for approval. However, the item must be reapproved through Trademarking

E. Ordering Items
   a. Once approved by Pharmacy Council, you may confirm with your vendor that you will be making the item. Discuss method of payment (usually purchased with the ProCard) and have your advisor sign all appropriate forms. Dean’s Allocation funds are NOT permitted to be used to purchase fundraising items. Funds in your organization’s gift account (if applicable) and/or fundraising account may be used to purchase your items. Please make sure you include the correct account number on your form for purchasing the items (ProCard cover sheet, etc.). Then, purchase your items and sell away!

Legacy Items:
These are items that have been made by your organization in the past and are being exactly reproduced. If there are any alterations (with the exception of a differing color, i.e., gray t-shirts when they were previously black), you must use the new item approval policy, even if the change is small.

   A. Approval
      a. The approval process for legacy items is solely within the organization. This includes the printing of a new color item. Your advisor must approve of the item. There is no need to send it through Pharmacy Council for approval to remanufacture. The item must again pass through Trademarking, as required by many businesses prior to manufacture.
      b. If small changes have been made to the item, including style of the item or any other changes, the item must pass again through Pharmacy Council through the process outlined above (see “New Fundraising Items”)

   B. Ordering Items
      a. You may confirm with your vendor that you will be making the item after approval from your advisor. Discuss method of payment (usually purchased with the ProCard) and have your advisor sign all appropriate forms. As a reminder, Dean’s Allocation funds are NOT permitted to be used to purchase fundraising items. Funds in your organization’s gift account (if applicable) and/or fundraising account may be used to purchase your items. Please make sure you include the correct account number on your form for purchasing the items (ProCard cover sheet, etc.). Then, purchase your items and sell away!

C. Expired Legacy Items
   A. If your organization wishes to sell a product that is similar to another organization’s product, and that organization has since ceased to sell the product for the past year, then your organization may add that product to their own legacy database. Legacy status is in place for three years. In order to accomplish this, you must check with the other organization to ensure that they have not sold the product for the past year and are okay with transferring the item to your organization. Then you must inform the PC executive board. Finally, follow the steps for a new item approval policy.

C. What account do I use to purchase food?
   a. You cannot use Dean’s Allocation (30-8605-1850) unless Dean Crismon has already signed off on the approval beforehand. Contact Matt if you are unsure.
   i. Examples: Fall Teaching Awards or Celebration of Service
D. What can I schedule during another organization’s meeting time?
   a. Nothing. All attempts should be made to avoid scheduling during another organization’s meeting time. If a scheduling conflict is unavoidable, the other organization should be contacted and the issue should be discussed. PC officers may facilitate this process if desired.

Conclusion

This manual is meant to serve as a quick reference for all of your Pharmacy Council related needs. If you cannot find the information you need in this manual, please utilize the Executive Committee’s contact information. Your questions are important and essential to the success of Pharmacy Council and in our mission to serve the UTCOP.

Quick References

1) Student Organization Workbook
   a. Available at the following link: http://www.utexas.edu/pharmacy/students/organizations/index.html
2) Pharmacy Council Constitution and Bylaws
   a. Available at the following link: http://www.utexas.edu/pharmacy/students/organizations/phrcoun/
3) Purchasing & Reimbursement Forms
   a. Available at the following link: http://www.utexas.edu/pharmacy/students/organizations/index.html
4) Code of Conduct
   a. Available at the following link: http://www.utexas.edu/pharmacy/students/handbook98/3code.html
### Appendix A. Sample ProCard Cover Sheet

**PROCARD COVER SHEET**

<table>
<thead>
<tr>
<th>DTN</th>
<th>Ignore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account No.</td>
<td>Number here</td>
</tr>
<tr>
<td>Account Name</td>
<td>Fundraising/Dean's/Etc.</td>
</tr>
<tr>
<td>ProCard User</td>
<td>Your name</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>Date</td>
</tr>
<tr>
<td>Vendor:</td>
<td>Vendor name here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature:
5th floor fills out this part

Subtotal
Shipping
Total

Total price (unit price X # of items)
Appendix B. Sample OOEF

Areas with *** require your Information!!

**College of Pharmacy**  
The University of Texas at Austin

**Student Organization**  
**Official Occasion Expense Form**

To prevent a personal tax liability, each occurrence must be documented with receipts for expenses. A written statement including the information requested on this form must accompany the payment voucher for processing within 30 days of the occasion.

### Student Organization: ***

### Account to Be Charged: ***  
*** - VERY IMPORTANT to have CORRECT account number (Dean's/Fundraising)

### Form Prepared by:
- Your name here
- Email: Your email here
- Phone Number: Your phone number
- Today's date: ***

### Event Location: ***  

<table>
<thead>
<tr>
<th>Names of Attendee(s): (if 10 or less)</th>
<th>Title</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Only fill these 3 columns out if you have LESS than 10 people attending

### Date of Event: ***

### Approximate number attending: (for groups of more than 10)  
*** (Fill if MORE than 10 people at event)

### Purpose of the event:  
What is event for

### Benefit to The University of Texas:  
Ex: networking/social events with faculty/fundraising/etc.

### Estimated Cost:  
Total spending on event Actual Cost: (to be filled out by Business Office)

### Check the following boxes if applicable to your event:
- Recruiting Purposes?  
- Seminar?  
- Contract Required?  
  - Contract attached?  

### Interviewee Name and Division/Area:
- Recurring Event?  
  - If checked, select frequency: Weekly Bi-Weekly Monthly Yearly

### Vendor:
- ex: HEB, Central Market, Office Max  
- Direct Bill:  
- ProCard:  
- Other:  

### Amount for Food:  
Estimated cost on food  
Amount for Other: Subtract food cost from total event cost

### Explain what funds are to be spent on:  
ex: decorations, napkins, paper plates

### Additional Notes:

---

**Requested by:**  
Advisor's Signature/Designated Signer  
Date: 

**Approved:**  
Debra Madden/Dean M. Lynn Crismon  
Date: 

Form revised 7/2012

< Pharmacy Council Manual 2015-2016 >
**Appendix C. Food Service Vendors** (This information may also be found in the Student Organization Workbook.)

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Phone Number</th>
<th>Vendor Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Market, HEB, Randall's</td>
<td></td>
<td></td>
<td>ProCard – provide Herman in Bus. Office w/ previously approved OOEF. All receipts ret’d to him. Check out &amp; return ProCard the same day.</td>
</tr>
<tr>
<td>On-campus purchasing</td>
<td></td>
<td></td>
<td>I.D.T. – Complete paperwork for copying, etc. in TX Union, giving org. name &amp; acct.#. Orig. receipt to Bus. Off.</td>
</tr>
<tr>
<td>Austin's Pizza (5% tip only)</td>
<td>512.795.8888</td>
<td>2324 Guadalupe St., 78705</td>
<td>Acct # 471-1737 David Ocean (Invoice Sent 7-10 business days)</td>
</tr>
<tr>
<td>Austin's Pizza (5% tip only)</td>
<td>512.835.1111</td>
<td>1950 Rutland Dr., 78758</td>
<td>Acct # 471-1737 David Ocean (Invoice Sent 7-10 business days)</td>
</tr>
<tr>
<td>Domino's Pizza (Austex Pizza)</td>
<td>512.477.0101</td>
<td>1900 Guadalupe St., 78705</td>
<td>Provide the following info: UT College of Pharmacy, your name, phone # and billing address: University of Texas, College of Pharmacy, Room 5.112, Austin, TX 78712</td>
</tr>
<tr>
<td>Varsity Pizza &amp; Pints (Formerly Double Dave's Pizzaworks) (IDC Pizza, LLC)</td>
<td>512.476.3283</td>
<td>3000 Duval St., 78705-3823</td>
<td>Provide the following info: UT College of Pharmacy, your name and Fax #, (student affairs fax # 512-232-1893) 78712</td>
</tr>
<tr>
<td>El Mercado Restaurant</td>
<td>512.477.7689</td>
<td>1702 Lavaca St., 78701</td>
<td>Provide the following info: UT College of Pharmacy, Student Affairs, FAX 232-1893</td>
</tr>
<tr>
<td>Restaurant Name</td>
<td>Phone Number</td>
<td>Address Information</td>
<td>Supplier Information</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>--------------------</td>
<td>----------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Fazoli's Italian Restaurant</td>
<td>512.335.4436</td>
<td>13201 RR 620 N, Suite S, 78717</td>
<td>UT College of Pharmacy</td>
</tr>
<tr>
<td>(Austapasta Ltd)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fricano's Deli (Frimuba LLC)</td>
<td>512.482.9980</td>
<td>104 E. 31St. St. # C, 78705</td>
<td>UT College of Pharmacy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason's Deli (Deli Mgmt)</td>
<td>512.453.8666</td>
<td>1000 E. 41St. St. # 940, 78751-4856</td>
<td>Acct # U11460</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jimmy John’s Gourmet Subs</td>
<td>512.499.0100</td>
<td>3203 Red River St., 78705-2612</td>
<td>Acct UT College of Pharmacy, 471-1737, David Ocean</td>
</tr>
<tr>
<td>(Bushwood Invest. LLC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jimmy John’s Gourmet Subs</td>
<td>512.457.4900</td>
<td>516 Congress Ave., 78701-3502</td>
<td>Acct UT College of Pharmacy, 471-1737, David Ocean</td>
</tr>
<tr>
<td>(Bushwood Inv.)</td>
<td></td>
<td></td>
<td>(Invoice Sent 7-10 business days)</td>
</tr>
<tr>
<td>Jimmy John’s Gourmet Subs</td>
<td>512.478.3111</td>
<td>601 W. MLK Blvd., 78701</td>
<td>Acct UT College of Pharmacy, 471-1737, David Ocean</td>
</tr>
<tr>
<td>(Bushwood Invest. LLC)</td>
<td></td>
<td></td>
<td>(Invoice Sent 7-10 business days)</td>
</tr>
<tr>
<td>Juan in a Million</td>
<td>512.576.9975</td>
<td>2300 E. Cesar Chavez St., 78702-4604</td>
<td>Acct # 471-1737, David Ocean (Place all orders thru catering)</td>
</tr>
<tr>
<td>Noodles &amp; Company</td>
<td>512.499.0016</td>
<td>24th and Guadalupe, 78705</td>
<td>Acct UT College of Pharmacy, 471-1737, David Ocean</td>
</tr>
<tr>
<td>Oishi Japanese Fusion</td>
<td>512.236.0207</td>
<td>2025 Guadalupe Street, 78705</td>
<td>Provide David Ocean's name. Order 48 hours in advance. Prefer pick up.</td>
</tr>
</tbody>
</table>

< Pharmacy Council Manual 2015-2016 >
<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
<th>Address</th>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pizza Hut (Heart of Texas Pizza)</td>
<td>512.320.8030</td>
<td>1811 Guadalupe St., 78701-1216</td>
<td>Acct # 471-1737 David Ocean</td>
</tr>
<tr>
<td>Schlotzsky's Stores</td>
<td>512.457.1129</td>
<td>1915 Guadalupe St., 78705-5606</td>
<td>Acct # 5000292</td>
</tr>
<tr>
<td>Scholz Beer Garden</td>
<td>512.474.1958</td>
<td>1607 San Jacinto, 78701</td>
<td></td>
</tr>
<tr>
<td>Tiff's Treats</td>
<td>512.473.2600</td>
<td>1806 Nueces St</td>
<td>&quot;UT College of Pharmacy Student Affairs&quot; - account name</td>
</tr>
<tr>
<td>Zen Japanese Food</td>
<td>512.300.2633</td>
<td>3423 Guadalupe St., 78705</td>
<td>Acct # 471-1737 David Ocean</td>
</tr>
<tr>
<td>Zen Japanese Food</td>
<td>512.232.1418</td>
<td>2201 Speedway, 78712</td>
<td>Acct # 471-1737 David Ocean</td>
</tr>
</tbody>
</table>

*When placing an order, make sure you give the vendor you name and phone number.
*If the vendor does not put the org's name on the invoice, please add before turning into Stu. Affairs.
*Tip can be 10% of TOTAL, but no more than $10.
*If the tip is provided, student should legibly sign next to the tip.
*Original itemized invoices and receipts need to be turned into Student Affairs immediately after the event.
Appendix D. Class Representatives’ Guide

Section 1. Introduction

Congratulations! You have been elected as one of three representatives for your pharmacy school class. Your election means you will enjoy added responsibilities in your capacity as a representative for your class. Additionally, you will benefit professionally from your service to your classmates as one of their representatives. There are, however, some rules and guidelines you should remember as you begin your duties. This handbook’s purpose is to introduce you to the job of class representative, acquaint you with your responsibilities, and offer suggestions for performing your duties well.

Section 2. Definition

You are a representative for your class. A representative is “a person or thing that represents another or others.” To represent means, “to speak and act for by delegated authority.” Therefore, you speak and act for your class by delegated authority. The class has elected you and, in so doing, has given you authority to act on their behalf. You are not the class’ boss, president, or despot. You work for your class; your class does not work for you. In your capacity as a representative, you must act on behalf of the class and always in their best interest. It is true that you are a member of the class you are representing, but your voice is only one of approximately 125 other voices. Remember this as you represent your class in various situations.

At this point, it is important to reiterate and emphasize that you are one of three class representatives. Each of you does not individually represent a subset of the class or only your group of friends. You thee must, in coordination and harmony, represent the entire class. Although it is unlikely that the class unanimously voted for you, you now represent the classmates who voted for you and those who did not. Furthermore, there is no head representative. All representatives are equal in their authority and responsibility. You must work as a team to most effectively fulfill your duties.

Section 3. Duties

Upon your election and installation as a class representative, you became a member of Pharmacy Council. Pharmacy Council’s purpose is to govern the student body of the College of Pharmacy and liaise with students and faculty within the College. As a member of Pharmacy Council, you are expected to fulfill your responsibilities within Pharmacy Council. For example, members are required to attend all general meetings of Pharmacy Council (Section 1.4.5.2 of Pharmacy Council’s Constitution and Bylaws). Your other responsibilities as a member of Pharmacy Council can be found in the Constitution and Bylaws.

At this point, it should be clear that you represent your class. But you may be asking yourself, “To what group or person am I representing my class?” One answer to this question is found in the previous paragraph. You three class representatives are responsible for relaying important information (i.e., liaise) between Pharmacy Council and your class. For example, if Pharmacy Council is proposing a measure that would affect your class, you are expected to discuss the measure with your class and vote on that measure in accordance with the input you receive from the class.

Moreover, you represent your class to the faculty of the College of Pharmacy, including the administration and your instructors. You may be called upon to survey your classmates for a professor, ask for their input regarding a proposed exam schedule, or gather exam challenges and send them to a professor. In your interactions with the class and with faculty members, remember that you represent the entire class and your behavior may reflect positively or negatively on the entire class. And always remember to be professional and respectful to your peers and superiors.
In summary, your duty is to serve in whatever ways the administration, faculty, and class require. Your job as a class representative is not a mere résumé filler; it is a job. And this job will likely require that you sacrifice your ever-dwindling study time and social life. You must be willing to make these sacrifices. But be assured the benefits you and your classmates receive from your work will far outweigh these sacrifices.

**Section 4. Recommendations**

Please know that the following recommendations are suggestions and not rules. In any given situation, you should use your best judgment in representing your class. The following recommendations are given solely to help you better represent your class and avoid some common pitfalls.

First, inasmuch as you are a liaison to faculty, the faculty should know who you are. You three should either schedule a brief meeting with *each* instructor to introduce yourselves or meet with each instructor after the first or second lecture. Emphasize that you are willing to help in whatever ways they require. Follow up with sending the instructor your contact information (e.g., names and e-mail addresses).

Second, always talk with each other before acting. Good communication is essential to effectively represent your class. Throughout the semester, students will approach you with various requests. When this happens, inform the student that you will discuss the request with the other two representatives. Do not respond further or act until all three of you have thought about, discussed, and agreed upon the proposed solution. Do not assume you know what the other two will say or think. Do not assume you know what is best and can act alone. Remember that there are three representatives with equal authority and responsibility and you are only one of the three.

Third, when an unfortunate situation arises, take some time to think. Gather all the facts, solicit advice from faculty and older students, and think about the consequences of every potential response. This may sound elementary, but, in the middle of a stressful semester, it can be difficult to remember and do. Do not act rashly or emotionally. This will likely exacerbate the situation and delay a resolution.

Fourth, you should compile and distribute weekly reminder e-mails to your class. You could include that week’s quizzes, exams, meetings, and miscellaneous announcements. You are not obligated to do this, but it is tremendously helpful for the entire class and will endear you to them. Remember that your purpose is to serve your class and this is a great opportunity to do just that.

**Section 5. Conclusion**

In summary, your election as class representative means you will enjoy added responsibility and fulfillment throughout your term. Remember that you are in a position to serve and not to be served. Enjoy this time and congratulations, again!