

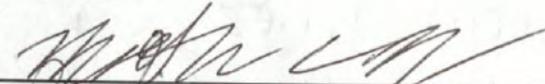
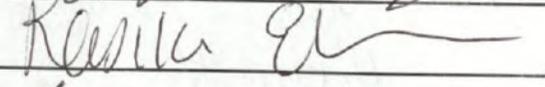
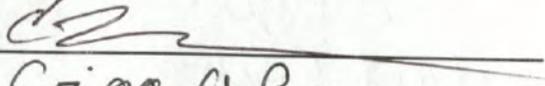
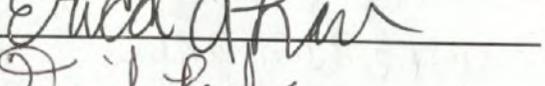
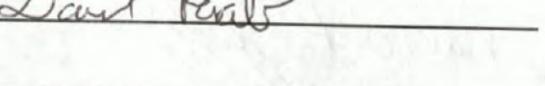
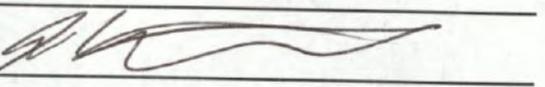
Kensselaer Union
Executive Board

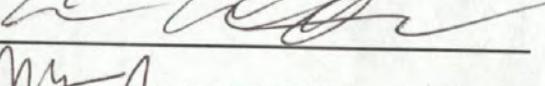
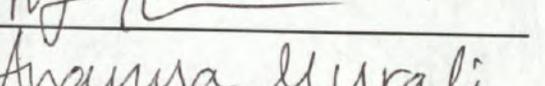
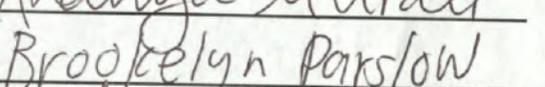
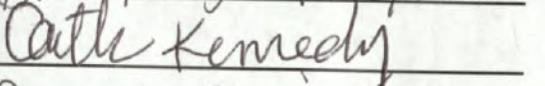
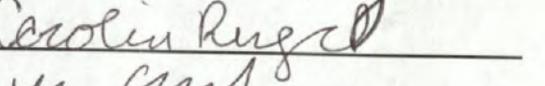
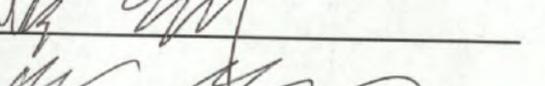
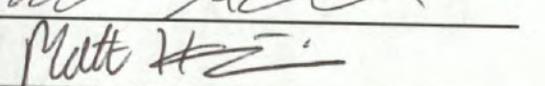
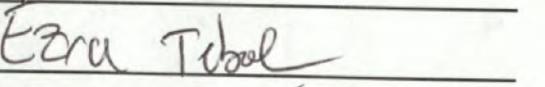
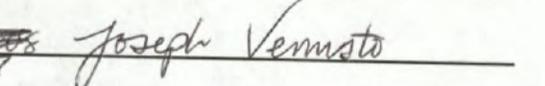
Attendance

9/7/17

Date

- Matthew Rand, President of the Union
- Rasika Ekhalikar, Vice President of the Union
- CJ Markum, Graduate Rep
- Erica Lane, Class of 2018 Rep
- David Raab, Class of 2019 Rep
- Anissa Choiniere, Class of 2020 Rep
- Ida Etemadi, Club/ICA Rep
- Kay Sun, Club/ICA Rep
- Ciera Williams, Club/ICA Rep
- Majken Rasumssen, Club/ICA Rep
- Ananya Murali, Club/ICA Rep
- Brookelyn Parslow, Club/ICA Rep
- Caitlin Kennedy, Member at Large
- Caroline Ringel, Member at Large
- Jared Segal, Member at Large
- Brian Mansaku, Member at Large
- Matthew Heimlich, UC Rep
- Ezra Teboul, GC Rep
- Joe Venusto, Senate E-Board Liaison




Kensselaer Union
Executive Board

Guests(Please Print)

Sidney Kochman

ELENA PEREZ

Steven Allard

Martha McElligott

Michael Capo

Dr Leslie Lawrence

Travis Apper

Karen Baltazar

Cameron Mclean

Minutes: 09/07/2017

8:07pm Matt Rand (President of the Union) begins the first E-Board meeting of Fall 2017

Pharmacy

Rachel Capo (Assistant Director from Procurement) and Dr. Leslie Lawrence talk about the pharmacy service to develop in conjunction with the senate

Rachel Capo:

Approached by the office of general counsel with a need of getting medications

What would it take from a regulatory standpoint to have a pharmacy in the student union?

Dr. Lawrence:

2004-2011 the health center had a delivery service, but the law changed so that a pharmacist council service is available when picking up prescriptions

Health Center can no longer accept pharmaceuticals without a pharmacist on campus

Too long of a procedure, so no longer provide deliveries

Rachel Capo:

Want to implement a store front concept

The space required by New York state law was not available

Request for info December 2016 and sent out to pharmacies

Brick and mortar store front in union, prescription delivery service, or give another option

Out of 8 services, three responses were received

Lindsey's and Marra's both offered a prescription delivery service

Marra's offered to facilitate a delivery service and they would use delivery text messages, so there would be no need for a middle man

Marra's could deliver to a centralized location on campus and could be flexible with time

Drivers have a direct line to get counsel from a pharmacist

Scheduled delivery periods decided on by student body representatives and can be changed depending on the academic calendar

Monday 11-1, Wednesday 4-6, Friday 3-5

Medical insurance and private insurance are flexible and keep intact all applicable rules

Must be a convenient and central location, parking must be available, a designated space must be available, and semi-private location

they can keep payment info on file and accept most cards

Marra's is very willing to collaborate with the student health center

Dr. Lawrence:

Student Health Center gives out 10,000 prescriptions per year

Rachel Capo:

Using this opportunity as a pilot program and Marra's understands that there is no standard time commitment

A draft facility use agreement is available

Do you want to pursue this?

What location?

Kay:

Can I transfer prescriptions for pickup?

Rachel Capo:

Yes, all prescriptions can be sent electronically to Marra's

David:

Have students expressed interest in having a prescription delivery service?
Does this need to be addressed?

Dr. Lawrence:

This was brought up by the student life committee of the senate when Kyle was the head in 2013, most students said in the survey that they would use the delivery service

Rachel Capo:

The convenience aspect would make this important

Caitlin:

Where would they be transferring their prescription?

Dr. Lawrence:

The Student Health Center will pick the pharmacy and the prescription will go there and so will your information

Brooklyn:

If there is a recurring prescription, and students leave for school breaks, how lengthy would it be to switch the prescription back and forth throughout the year?

Rachel Capo:

I can get back to you on the process

Dr. Lawrence:

The chains do not cooperate; they prefer to stay with the same provider

You would require a rewritten prescription but the student health center could rewrite it for you and your physician would understand that as well

If they write you one, they would have to scan the prescription in

Rasika:

Is the cost going to be different?

Rachel Capo:

No, it is not allowed by the insurance

Dr. Lawrence:

If the medicine cooperates with insurance, they will have to use the same price

Rachel Capo:

This is a zero fee service

If by some chance, in the ER scenario, you have an emergency outside of those hours, they could do a one off delivery

There would be a convenience fee but the option is available

Majken:

Between hours, would you have to pick it up a specific time during the day?

Rachel Capo:

The text message you would receive would say the time you would receive it for pick up

Matt Heimlich:

How long would they stay for? Would the space be shared?

Rachel Capo:

Marra's just needs to make sure there is enough space with suitable privacy

If students pick up all the scheduled prescriptions before the two hours is finished, they will leave early

Ciera:

How many prescriptions were urgent and how many are acute?

Dr. Lawrence:

The routine medicines are the more common

The most of what we write is birth control, ADHD pills, and diabetic medications

Probably around 65 percent are routine

Steve:

Wouldn't it be easier for Marra's to help out in the situation of leaving the state? Have out of state students been discussed?

Students may rather just take the trip to CVS or Rite Aid

Rachel Capo:

It's a trial run and you can always try it first

Dean Apgar:

Contact Rite Aid and have the medication transferred

You will need to make the contact either way

I just went through this process, the process was quite easy, its mostly just a call to your doctor and they say here is your new pharmacy, but chances are you just need to go through your doctor

Dr. Lawrence:

Once we meet you once and we know your medicines all we need to do is send them through

Ananya:

I'm not part of the RPI insurance, so what does that mean for me, and how would we know if Marra's accepted our insurance?

Rachel:

Certainly they can tell you with a quick phone call to see if they accept your plan

If you waived your insurance, you will still be able to unless you lied

David:

I think it is a good service to have on campus, but why does it need to be in the union? Is it that inconvenient to go to the health center?

Dr. Lawrence:

The students thought it would be better to have evening hours

In the evening hours the union would probably be more fitting and there is no more space in the health center

The conference room was just removed, so we can put offices there, so Marra's would have to be in the hallway and the auditorium is now used for lectures

Dean Apgar:

Do you want this service? We cannot move in a traditional pharmacy, but we can do it as a delivery service so it is centralized

Matt Rand:

When Justin, Cameron, and I asked in procurement, we wanted to see it in the union because it was a student project; it would be provided to the student body in the union because this is where it originated

A. Do we think this is beneficial?

B. Do we want to allocate the space within the union to allow it to stay here and be a trademark student program?

CJ:

If half of the prescriptions were run through this service, then it would be a success

Can we get more info on the exact kind of space they are looking for? What square footage? Are they going to be taking things in and out?

Rachel:

Just somewhere with a desk to pick up prescriptions and no kind of inventory would be held

Marra's would come and leave with everything

MOTION PASSES TO CLOSE THE QUE 18-0

Erica:

Who would be coming to the union? Would it be displayed on the table? Where would it be placed?

Dr. Lawrence:

They will be organized accordingly

Erica:

Would you have a station to pay?

Rachel Capo:

Yes, they will accept the forms of payment you have

Kay:

For evening hours, have you asked what they can do?

Rachel Capo:

The options around class schedule include Wednesday 4-6 and Friday 3-5

Marra's is willing to go to seven but we do not know how much further they are willing to go

Kay:

Is there any chance they can utilize health center space from 4-6?

Dr. Lawrence:

Then it becomes a HIPAA issue and even public safety is not allowed in

MOTION PASSES TO ALLOW PHARMACY DELIVERY SERVICE TO USE RENSSELAER UNION FACILITIES 18-0

Dean Apgar

Dean Apgar:

University is putting out a new campaign to raise money

Launch is on Oct 12th, and you will all be invited to various activities celebrating this launch

Trying to raise a billion dollars

Currently in the silent phase of campaign, you are supposed to raise half before you announce you are in a campaign

Typically, you are raising a majority before officially entering the campaign

Events happening prior to the launch as well

Monday October 9th there will be a student specific celebration with Dr. Jackson

Oct 11th there will be a barbecue for all of campus and ant to be able to announce this to students

Oct 12th there will be the official campaign launch, formal event at EMPAC, student government will be invited to be a part of it, there will also be nights with fireworks, etc.

Matt Rand:

Are you looking for the union to help promote the event? Or drumming up support? What do you want to see from E-Board and Senate?

Dean Apgar:

The larger campus wide events would be great if the students promoted the events, but give an opportunity to host events if you want

The largest group of donors is alumni, and most alumni give based on stunt experience

Alumni want to talk to students much more than administration

Ida:

How would we get students excited for a campaign they are not directly involved in?

Dean Apgar:

Spread the word so they're parents and alumni know where the campaign money is going to

David:

Where is the money going to?

Dean Apgar:

It would be going primarily to scholarships, so other identities should not get in the way of any students from coming here

Vice President Wexler said 78 percent of new students have aid

We are not competitive when it comes to diversity

Matt Rand:

Didn't Dr. Jackson discuss the goals of the campaign in the spring town hall meeting?

Dean Apgar:

I do not remember specifically

Matt Rand:

Dr. Jackson mentioned bridging the gap, expanding tenure track positions, and positioning the campus for the third century aka housing needs

Dean Apgar:

Constant conversation about upgrading what we have and what does it look like to build a new building, but the first priority is bridging the gap

Brian:

Is the money only going to new students?

Dean Apgar:

I do not know but I will take the question back to Wexler

Ezra:

Is this also going to graduate students?

Dean:

This is for all students

Ballroom

Karen:

An officer since 2014

Ballroom has four branches that operate separately

There are three lesson tracks and then the ballroom team, but are focused on performance and have separate dues because of separate lessons

The existence of the argentine tango branch is an issue

The members have dropped down to about six, and they could not cover half of the instructor fees

Argentine does not belong, so now we would like to stop having it

The ballroom team is the life force of the club and the members of the team are the ones who put the most effort into growing the club, but it is very bottom heavy

The upper level dancers are not getting the instruction they need, so we are requesting an extra advanced lesson

Jared:

Why is the colored printing in the proposal?

Karen:

The posters need to be more attractive, so we need to spend money on colored printing

Jared:

What was the last effort to get people involved?

Karen:

We tried to have more open events, as well as much more advertising and posters

Majken:

The money just needs to be reallocated?

Erica:

Yes

MOTION PASSES TO REALLOCATE FUNDS WITHIN BALLROOM BUDGET 18-0

UPAC

Anna:

A webmaster needs to be added to the officers in the bylaws, and the second change is at the end to change the bylaws by two thirds vote by a raise of hands

CJ:

Is the webmaster a chair?

Anna:

No

Kay:

There are formatting typos

UPAC officers leave Shellnut

Caitlin:

Is it okay for UPAC to have votes without E Board?

Rasika:

It is a subcommittee of UPAC and E-Board must vote on the bylaws of UPAC General

CJ:

The wording at the end about 2/3 majority is odd

Matt Rand:

Article 7 in the bylaws can be cited to go over approving committee policy

CJ:

Who is deciding what is necessary and what is not?

Matt Rand:

The club would be deciding

If they are changing their bylaws it is probably for a reason

CJ:

It allows the committee bylaws to go around us, it is pointless

Matt Rand:

If they need to approve a change, then the document needs to be approved by two thirds majority

They had multiple changes, each individual change needs to be approved by 2/3, and then the entire document needs to be approved by a 2/3 vote

UPAC Sound officers brought back in

Matt Rand:

Change Part B and we will discuss at another meeting

MOTION FOR UPAC IS OUT OF ORDER

MOTION TO APPOINT IDA ETEMADI AS SECRETARY OF E-BOARD PASSES 17-0

Senate Report

Joe:

Senate training went well

Freshman election is on October 3rd

President's Report

Matt Rand:

Ndaba Mandela is coming on September 19th to give a talk and before the event at 5:00-6:30 we must go to studio beta to meet him and speak to him before hand and hold a reception

Meet one on one with Matt before October to discuss goals and what our role on the board should be

Director of the union interviews are starting on Wednesday

There will be a committee of 20 students representing a bunch of communities on campus, and there will be an hour long interview with each of the candidates

There are two candidates scheduled to come to campus so far and they should be done by the end of the month

The director of the union does need to be approved by the executive board according to the constitution

All student leaders must undergo Title 9 training and all of us need to go to the training, September 28th at 8:00pm

Badminton club on Saturday had an issue when they made poor decisions and decided to enter a Rensselaer building without supervision

They have been suspended, and club officers have been suspended,

Situation taken care of by Matt, Steve, Jen

It could have gone to the Dean's office, but we kept it internal to avoid too hard of a penalty

Member Reports

Jared:

Pep band is trying to get money from contingencies for shirts for a shirt canon

Matt:

Below \$500 can just be approved by PU and SARP

Steve:

Design must be approved by the institute

Kay:

SGCC meeting happened and I was the only engineering student and E-Board member in the communications committee

Nominate Erica to be member of the week for holding the first Club Ops meeting

MOTION TO MAKE ERICA MEMBER OF THE WEEK PASSES 17-1

Anissa:

SGS has first policies meeting, Monday 7:00, new budgeting guidelines this week

David:

Senate is starting a summer arch task force ,so please show up and join
Send Ellie Meese an email

Rasika:

Cinema is showing movies and hockey line is starting tomorrow

Jared:

There is ice cream and free ice skating

Matt:

Go to your financial and travel workshops or joint session on Saturday Sept 16, 10:00am to noon in mothers

Ida:

Where will we find the club contact info from the activities fair?

Matt Rand:

PDF scans are on the google drive

Directors Report

Steve:

Still have one candidate that needs to meet Dean Apgar and over 20 people have interviewed the candidates and it is approaching a close

Favorites are all over the board

Dance team qualifies for nationals in their first event and will be going to Daytona Beach, Florida, so they are making their travel plans

MOTION TO CLOSE THE MEETING PASSES 18-0



Agenda
September 7th, 2017

1. Roll Call @ 8:00 PM
2. Welcome
3. Presentations
 - a. Pharmacy Proposal – 8:00 PM
 - b. Ballroom Proposal – 8:30 PM
 - c. UPAC Bylaws – 8:50 PM
 - d. Executive Board Bylaws Overview – 9:10 PM
4. Reports:
 - a. Director's Report
 - b. Senate Report
 - c. President's Report
 - i. Ndaba Mandela Reception
 - ii. One-on-one meetings
 - iii. Update on the Director of the Union
 - iv. Title IX training
 - d. Member Reports

Contingencies FY18 Beginning Balance \$32,500
Contingencies FY18 current balance \$32,500

Contingencies FY17 Beginning Balance \$32,500
Contingencies FY17 this week \$32,500



Prescription Delivery Services Project Summary

Date: September 1, 2017

To: President of the Union, Union Executive Board, Grand Marshal, Student Senate, Student Life, Student Health Center, Procurement Services

Purpose of Project: To review and assess current student health needs related to prescription drug services on the Rensselaer campus.

Background: In 2014, the Office of the General Counsel approached Procurement to assist the students on the E-board at that time with how to develop an RFP for an on-campus pharmacy to determine whether this would be a viable option to address a need/ask from the student population. At that time, the Student Health Center had attempted to act as a prescription delivery site for students, but was mired by a growing number of prescriptions that were never picked up or paid for which led the SHC to discontinue the service. Students then relied on mail order services or going to a local pharmacy on either the Rensselaer Shuttle route or on a CDTA bus. The closest pharmacy site is the Rite-Aid on the corner of Hoosick and Burdett. However, the pharmacy hours and the time it took to travel there by foot or by bus during class hours were two main challenges students faced, resulting in the desire to perhaps have a pharmacy on campus in the Union.

Procurement Services, the General Counsel, the Student Health Center, and members of the E-board met several times over the course of about 2 years to discern which options the students and administration wanted in a scope of work and to which providers an RFP would be issued. Based on these discussions, Procurement eventually recommended that a Request for Information, rather than an RFP, would be the suitable method of collecting information from commercial and private organizations who would be interested in a) running a small brick and mortar pharmacy in the Union, but without providing the sundries to students already provided through Sodexo at Father's; b) a prescription delivery service directly to students on the Troy campus; or c) another option of the organization's choosing with a developed scope to present to RPI. Procurement Services, the Student Health Center, and representatives from the Student Senate and the Health Service Sub Committee collaborated to develop the RFI which was issued to eight (8) local pharmacies in December 2016.

RFI Solicitation: In December 2016, the Procurement Services Department issued a Request for Information (RFI) to the following pharmacies in order to solicit their interest and capabilities to partner with Rensselaer to provide such services as prescription ordering, prescription pick-up, and/or prescription delivery. In addition, Rensselaer reserved the right to offer a rental arrangement if an interested supplier's plans included the use of a dedicated space in the Rensselaer Union:

- Walgreen's, Troy, NY (no response)
- RiteAid, Troy, NY (Interested, no response)
- CVS, Troy, NY (no response)
- Lindsay Drug, Troy, NY (responded)
- Marra's, Cohoes, NY (responded)
- Hometown HealthCare, Watervliet, NY (not able to commit to any new services at this time)
- Price Chopper/Market32, Troy, NY (not able to commit to any new services at this time)
- Shop Rite, Albany, NY (responded)

I. Background Information

- a. RFI KDR120616 for Troy Campus Pharmacy Services, responses due 1/9/2017
- b. RFI sent to eight (8) suppliers, listed above
- c. Number of responses received: 3



- d. Responses received from Lindsay Drug Company, Marra's Pharmacy and ShopRite

II. Summary of Supplier Responses

a. General Questions

- i. Core capabilities
- ii. Supplier's programs to be provided and expectations required by Rensselaer
- iii. Supplier's history, mission statement, and core values
- iv. References
- v. Contract term
- vi. Investment needs
- vii. Key differentiating attributes
- viii. Typical price range
- ix. Identify requirements needed to respond to a future RFP
- x. Other

b. Lindsay Drug (Kathleen Bonnier, 518-235-2522, pharmacy@lindsaydrug.com)

- i. Full service pharmacy, medical equipment provider, participates with national insurance carriers for billing and provides a delivery service
- ii. Prescription services (delivered to the Student Health Center), supplier needs Business Associates Agreement on file to comply with HIPAA regulations
- iii. Family owned since 1922
- iv. Emma Willard
- v. N/A
- vi. N/A
- vii. N/A
- viii. No delivery charge for group orders to the Health Center
- ix. N/A
- x. N/A

c. Marra's Pharmacy (John McDonald, III, 518-237-2110, jmcdonald@marrarx.com)

- i. Strong reputation for quality and honest service at a fair price. Marra's goal is to focus on service over price and their strength is their consistent staff relationship with their clients
- ii. Believes fledge pharmacy on site may not be practical based on the changing times in the pharmaceutical industry. A site for dispensing meds prepared and delivered by Marra's base staff to the Student Health Center or another central location could work
- iii. 85 years in business, 32 employees, provides the best health care to the community at a fair price focusing on successful patient outcomes
- iv. Center for Disability Services
- v. Negotiable
- vi. Unknown
- vii. Excels in service, local company
- viii. Pricing will be reflected on the insurance plans of the patients (90% or more prescriptions are covered under insurance). There is discounted pricing for those uninsured.
- ix. N/A, willing to discuss
- x. N/A

d. ShopRite (Amanda Nolan, 518-292-1250, Amanda.nolan@wakefern.com)

- i. Pharmacy delivery service
- ii. Pharmacy delivery services
- iii. N/A
- iv. N/A
- v. N/A
- vi. Unable to set up a satellite pharmacy on RPI campus
- vii. N/A
- viii. N/A
- ix. N/A
- x. N/A



III. Additional Comments/Notes

During the Spring semester of 2017, the new Grand Marshal, Justin Etzine, met with Kim Ragosta and Rachael Capo from Procurement and Dr. Lawrence of the Student Health Center to discuss the responses and possibly pursue what had become more of an option for on-campus delivery service over a “storefront” concept in the Union. Marra’s Pharmacy in Cohoes presented the most robust response and proposed a more detailed plan than Shop-Rite or Lindsay Drug to execute a delivery service. We invited John McDonald, President of Marra’s, to meet with us in person and discuss what this service would look like in greater detail and what each party would need from the other in order to make this a successful venture.

Kim Ragosta, Rachael Capo, Dr. Lawrence, Justin Etzine, and Hannah Morrow met with Mr. McDonald a second time on July 5, 2017. Mr. McDonald has summarized the proposal from Marra’s to provide Free Schedule Prescription Delivery services to students at Rensselaer, below:

Marra’s Pharmacy Commitments

1. Marra’s Pharmacy will deliver prescriptions ordered by patients to a designated location offered by RPI
2. Marra’s will work with a schedule provided by RPI after agreement with the Student Body representatives. Initial thoughts are three days a week with a Mon (11-1), Wed (4-6) and Friday (3-5) schedule. It is understood that this may change with mutual agreement to ensure we are meeting the student’s schedule needs.
3. It is understood that patients have a choice to utilize the prescription delivery service and are not required to do so.
4. It is also understood that the traditional pharmacist-patient relationship will be in place and that all applicable rules will apply as it does know when a patient enters a pharmacy. RPI is only facilitating the ability for the service to be present on campus.
5. Delivery Location at this time is scheduled to be the Student Union
6. Marra’s will offer refill reminder and text alert messages to students to allow for HIPAA-compliant communications. Marra’s will also keep, at patient request, payment information on file in secure format.
7. Marra’s will name RPI as an additional insured against any claims related to the service and will provide appropriate document before service proceeds
8. Marra’s will provide informational literature to Health Center once approved by RPI to inform patients of the service option. The literature will be approved by RPI before dissemination.

As of August 30, 2017, Marra’s has provided evidence of insurance meeting Rensselaer’s needs to provide services on site to the Troy campus. The committee has also drafted a Facility Use Agreement to present to Marra’s in order for the pharmacy to provide the prescription delivery services. This draft has not yet been shared with Marra’s, but a sample form Facility Use Agreement was sent to Mr. McDonald in July 2017.

It has been determined by the committee that, after review of the responses to the RFI and discussions with other area colleges such as Siena and UAlbany, that the option for a prescription delivery service through Marra’s Pharmacy is the only viable program that can be offered to accommodate the needs of the students.

IV. Next Steps

In order to move forward with the prescription delivery service program, a centralized location on campus must be selected. The Union presents such a location that is convenient for the majority of students, whether they live on campus or off campus. Thus, the committee now seeks the approval of the Executive Board for this program.

We just finished our committee meeting with the President of the Union and Grand Marshal and I have a few follow up questions that came up that I'm hoping you can answer.

1. If an individual needed an emergency delivery/delivery outside of scheduled central delivery times, a) is that possible and b) how would that be accomplished? Would RPI need to provide a private space for consultation or a designated location for delivery ahead of time, or would that be worked out between Marra's and the individual? (We would like to avoid everything becoming an "emergency" delivery, as can happen when exceptions are repeatedly made.)

Good question...we make deliveries in Troy and the area daily from Mon thru Friday from essentially 11-5. We try to accommodate same day requests as best as possible but timing is key. If an order comes in that morning we can get it there that day more than likely. If it comes in during the afternoon not so likely. As mentioned we try to accommodate and it needs to be case by case which we hope is an exception not the rule. Essentially we are talking about antibiotics/acute care medications which ER's can provide starter doses if need be.

2. If deliveries are made on a short notice or emergency basis, is there a special fee associated with that? Well we normally would not do that as we would work in the confines above. The other option is to courier it over or we bring in someone on OT. This is done commonly with nursing homes and now a days with UBER/LYFT options are unlimited. My experience indicates that it would be a \$15 charge in that instance.

3. What would you need us to provide in the dedicated space for the scheduled delivery times? Chairs, desk, cellular service, WiFi access? How "private" should the space be?

This does not need to be fancy. I am sure a chair and desk is fine. Our drivers have cell service and at this time I am not thinking we need wifi. The private component is not critical. Not to downplay it but this is no different than walking into the pharmacy at home. Needs to be some distance if there is a line but any questions that occur with the patient will more than likely go to the pharmacist if medication or insurance related. Our drivers are pretty good with that issue.

4. During winter, spring break, holidays, etc., we could abbreviate services, if necessary, correct?

That makes sense for all of us

5. From Marra's perspective, could this program could be extended to faculty and staff as well?

Delivery at the workplace is becoming more popular than ever before. Sure that is something that can happen either at the designated site.

I know this sounds academic or philosophic, but heck, we are talking at the University level. Health care continues to grow and evolve and it is interesting that much is moving to appointment based care, even for pharmacy. We text alerts, auto renewal etc we are able to better plan ahead, WITH PATIENT COOPERATION, to avoid the emergencies.

People do get sick from time to time...it does happen. It happens for our homebound folks and in those instances, minimal that they are, someone steps up. It might be us....it might be a friend of the student to come over or run downtown.

I apologize for the delay once again and happy to talk through these items in greater detail.

Ballroom Dance
CLUB

302025
ACCOUNT NUMBER

25 Aug 2017
DATE SUBMITTED

Jeffrey Galczynski
HEAD CLUB OFFICER

Karen Baltazar
PRESENTER

baltak@rpi.edu
PHONE NUMBER / EMAIL

No. of Members RPI Students: ~~26~~ 80 Dues/person/yr.: \$ Lesson Track: \$100
Faculty/Staff: 2 \$ Team Membership: \$25
Community: ~~18~~ 30 \$

Present Rensselaer Union Subsidy: \$

REQUEST SUMMARY: Please list items/services to be purchased and their costs.

Item/Service	EXPENSE	INCOME
1. reallocate AT Lessons	\$ 2,250.00	
2. reallocate AT Benefits	\$ 679.50	
3. remove team technique	\$ 1,350.00	
4. color printing	\$ 100.00	
5.		
Total \$		Total \$
Additional Subsidy Request Total \$ 0		(Expense less Income)

JUSTIFICATION & EXPLANATION:

Has this been requested before? no
(for example: at budgeting or prior E-Board meeting)

Please attach another sheet with the following information:

- a. Detail of items/services to be purchased. (copy of quote, etc.)
- b. Demonstration of need/interest, or background.
- c. How will this impact future budgets. (service/maintenance cost, replacement cost, etc.)
- d. Up to date Banner printout (available through SARP)

Reviewed by Erica A Lane
Executive Board Representative

Reviewed by Marcia Kelly
Rensselaer Union Finance Coordinator

Reviewed by [Signature]
Rensselaer Union SARP

DATE 28 Aug 2017

DATE 8/28/17

DATE 8/28/17

COMMENTS by Rensselaer Union SARP

COMMENTS by E-Board Representative

- Approved
- Not Approved
- Reserves
- Contingency