● Welcome Carmen & George
  o OrgSync presentation

  • Aimee: So I know that you all have had issues and wanted to know more about OrgSync so today we have Carmer here to talk about OrgSync and show us some information!
  • Carmen: Firstly, thanks for having me and I enjoyed spending time with most of you this weekend! I came back feeling very refreshed and loved it all!

So this will be short and sweet, so if any of you want to meet with me separately to speak about how OrgSync will work for your event please come meet with me! My office is in Student Life so please stop by and I can show you anything you need to know. Today I’m just giving an overview so here we go. This first page is the homepage of OrgSync for the OU community, so everyone can see this. Everyone with a 4x4 can log into OrgSync. We do all of our camp registration through OrgSync, Start Sooner, and more.

  • David: We can make public forms for non-students correct?
  • Carmen: Yes! I know you used it for HSLC, how did that go?
  • David: I would just recommend asking them in the form for their personal information like name and email. It asks them at the beginning, but I would recommend asking them again because one mistype in an email can lead to issues.
  • Carmen: We have right now about 5,000 logins per week. On the homepage I set the advertising so if you have anything you want up there let me know! Right now we are asking everyone to change their passwords by February 22nd or you’ll be locked out of your emails! You can also access your campus activities portals through here, so here’s the CAC portal! Usually when I do the tutorial it’s about each organization’s portal so that’s what we will do here. You guys have this really well organized already. I am able to add people to your portals even if they didn’t want to be in the portal. That way there’s custom messaging and other functions in OrgSync to target specific groups. I can create a message and send it only to specific events if I would like to.
  • David: Does it send the notification to their OrgSync page or just to email? So if I message my committee would they have to login or would it just hit their email? And what information does it have for students?
Carmen: It defaults to send to email but they can turn it off through their settings on OrgSync. But you can also make it to where it has to send to email. Also it only provides what they are wanting to provide so it could be basic information or a full bio.

Carmen: Something else we have done is create a card swipe group so that you can use these for your events so you can manage attendance. Only General Council has access to this, but also you can add anybody else to this group to do cardswipes as well!

David: And it puts it straight on OrgSync?

Carmen: Yes! It puts it right on OrgSync and is easy to manage. If you have any questions about it feel free to talk to Isaac or I, he knows as much as I do since he works in Student Life!

Carmen: You can upload files here and create folders here to create continuity. It’s mainly so that organization can keep track of files so that things like constitutions don’t get lost as well. There’s a form builder in OrgSync that creates forms. You can create really complex forms if needed and it’s really easy to create forms as well! You can make a forms using logic. This allows you to give access to specific questions and pages based on previous answers to questions. You can also select to have an advisor review them as well, where advisors can approve, deny or write notes about the questions for form overall. Sometimes you might have to prod an advisor to open their emails but everyone like Quy and Jermaine have all of this down. This is what it would look like, it’s a review requested by a student and I can approve or deny it, I can also write notes on these as well. You can have people call me, I walk a lot of advisors through this so let them know they can reach out to me! As I mentioned you can make forms public for non-OU students as well.

Cherrish: How do people fill out a public form?

Carmen: I can show you one! This is a public form for a conference. So if I logged out of OrgSync and opened this link, it comes up just like normal where you would fill out forms. Since it’s a public form and doesn’t have that person’s information, it does ask them for that information but it is good to go ahead and ask them again on the next page.

David: If I was doing a checkbox or radio button, would there be a space for “other” so if someone said they’re allergic to something could I put “nuts, animals, other”?

Carmen: Unfortunately not, you would just have to make a single-line text question, I wish there was!

David: Also, is the file storage like Google Docs where it’s a live editing and multiple people can edit at the same time or is it just a storage?

Carmen: It’s primarily for storage. Documents will have to be downloaded to edit.

Carmen: You can also customize what each individual person in your portal can access.

MK: If you were to make a folder can you edit it to show access to specific groups so if I were to only make the sponsor/graphics folder for PR would that be possible?
CAMPUS ACTIVITIES COUNCIL
The UNIVERSITY of OKLAHOMA
Student Government Association
General Council Meeting
First Floor Conoco Building
Feb. 9, 2017

- Carmen: Yes! Also they can share it with others if they needed for specific events.
- David: Can you place your forms in a file folder?
- Carmen: You can place all of your form submissions in a folder but unfortunately you cannot place forms in folders.

- Carmen: You can also export applications as one PDF per applicant but you can also export them all as one large excel sheet. The way you push news to email is through the news posts. So you can select groups and place whatever you want in the post. It forces it through email even if their notifications are turned off! You can also create To-Do lists and people can sign up for things or you can assign people to certain things. Also, messaging you can shoot a mass text to everyone.
  - Alec: So when we were doing exec application access to specific Vice Chairs for forms, is it possible to give that access for one form?
  - Carmen: If they have access they’re able to see all the forms, so you’re not able to limit that one.
  - Carmen: Also, if for some reason forms get deleted or responses get deleted I can actually recover all of the that for you!
  - MK: Also, please do not delete forms. You may not need that information but we might in the future, even if it is a few years old!
- Carmen: Also, you can create a task where you can set certain people to do tasks and set deadlines and everything! So they will get a notification about it and will have to check it off!
  - David: The breakdowns you can see are really awesome, and breaks things down really beautifully. It’s all worth it once you see it! Also, in the forms there’s tabs for General, Public, Fall Exec, Spring Exec, is it possible to make form categories for specific events?
  - Carmen: Yes! You can definitely do that. You can make as many categories as you’d like! You can add it through manage categories. And here’s the data page where you can see data from forms!
  - Daniela: When you fill out a form to reserve a facility is there a way on OrgSync to see if it has been approved or not?
    - Carmen: Yes! You can go to the form page where you filled it out or you can go to your personal page to see any forms you have filled out. You can see those that have been approved, denied or are pending. You can see anything you have ever filled out, submitted, exported and so much more!
    - Vanessa: Is it possible for people to do scholarships on OrgSync?
    - Carmen: Yes! I’ve helped put some on OrgSync as well!

- Welcome Kelly!
  - Aimee: So excited for you! yay!

- Events coming up:
  - HSLC Feb. 17-19
    - Aimee: We are excited it’s just around the corner!
• David: General Sessions is Friday, Feb. 17th at 6:45pm in the Therman J. White Forum Building!
  o CAC Chair Filing: Feb 20-23
    • Aimee: Filing for CAC chair is coming up! To file means you applied to be eligible which means you need 500 signatures. You have to turn it in by the 23rd to get grade checked and everything else. Elections aren’t until like March 29th.

• Calendar Preference
  o Keep sending Matthew dates!
    • Matthew: I’m excited to use the form that was recommended. Please use this to submit or request dates for events!
    • Aimee: This is good so we don’t program over eachother!

• SGA updates:
  o Food pantry open! Feb. 22-23rd
    • Hopefully open once a month
    • Located where Parking Services was
    • Higher Ed Day 2/14 apply by 2/6

• Chair updates:
  o Kennedie: Ambassador Survey
    • Aimee: She had to step out but she sent you all the ambassador survey so please take this survey!
  o Aimee: We will be working on resumes and possible templates tomorrow!
    • Aimee: We will be doing this in exec so we can have this prepared for you all!
    • Courtney: Scandals Auditions are Feb. 26th 10:15am-2pm in Meacham and you all are welcome!
    • Ryan: February 21st we are super excited! We would love for you all to come and help set up or breakdown! If you want, RSVP and I’ll try to save people seats since we are expecting standing room only!
    • Sonali: Howdy Week has a theme now!
    • Isaac: The results are in! Currently sitting at Becky’s desk in a secret spot. 218 filled it out! We are excited!
    • Hank: Concert Series is co-programming with Green Week on April 13th, we also have a tentative benefit night on February 23rd!
    • Evan: Next Friday we are showing Moonlight which is nominated for 8 oscars! We are co-programming it with BSA for Black History Month. After the first showing they will have a discussion. It’s in Meacham!
    • Jay: We are trying a benefit night the 28th for College Bowl. We will be at HSLC the 18th so they can play some College Bowl!
    • Daniela: I’ve been saying the 26th for the Progressive Dinner, but after looking at your forms so I realized nobody likes Sunday nights, so the 26th is no longer set in stone and we will have more discussion about that as well!
    • Alec: One thing I want to do with the website is to have one page featuring each event and what it is, as well as how to get involved with the event! I feel like this will
allow some separation so each event has more information. I'll hopefully be coming to y'all's meeting to take some pictures!

- Discussion:
  - Retreat Takeaways
    - Aimee: These are somethings you all really emphasized at the retreat so we have a lot to talk about in exec tomorrow to set plans for you all!
  - Better alumni relations:
    - Meeting with President’s Associates
      - Aimee: Donations would ideally go straight into the endowment fund to help us be more self-sufficient! Kara and I are working on that as well.
  - Transitions:
    - Compiling materials
      - Aimee: Jonna has been working on gathering these things so please send her updates so that future chairs have guidelines and have been working on the new member guidebook also.
    - New member guidebook
  - Reach more communities
    - Ideas?
  - Communication:
    - Small summary recap in the minutes email
      - Aimee: So Matthew and I chatted about this and it was brought up at the retreat to send a small summary so you can be refreshed on the information from the meeting and not have to entirely read through the minutes.
    - Could share info with execs “CAC Updates”
      - David: So I discussed this with Matt but could we have a folder on Google Drive or OrgSync?
      - Aimee: Yeah we could do that! Minutes and agendas are on the website but are pretty hard to find so we can work on putting that together
      - Alec: We can meet and get that all sorted out!
  - CAC History:
    - Need to share more
      - Aimee: I think that reaching out to more communities was a big aspect. I know we have been doing better but there’s still so much more we could do!
      - Isaac: When we do food passouts, encourage others to like us on Facebook or follow us on social media. I think that’s a quick and easy way to get people involved and in the loop! Also, is there a way to get on the OU Innovate app? It’s how they reach out better to commuter students.
      - Sonali: Or a CAC app would be cool also! With calendars and whatnot
      - David: Could we have president’s of other organizations come to our
meetings to discuss how the operate or what they do?

- Aimee: I would love to talk to Kennedie about how to reach out to them. I don’t want it to seem like we need them to come educate us but definitely!
- Vanessa: I would be down *casual HASA pres*
- David: Could we maybe have a lunch summit for organizations to come talk, eat and spend time together
- Aimee: Jermaine has actually been working on something like that! I would like Student Life to head that up so that it is communicated to everyone properly!
- MK: A community-wide retreat is being talked about and Eric is heading that up for us!
- Jermaine: Tyler just got back from BSA’s meeting.
- Tyler: It was great, they appreciated it a lot. I think it’s really important for us to start going to meet in person because so many times we rely on our friends in groups or an email to them and that doesn’t mean anything to them. They seemed very interested and liked the fair idea. We need to focus on rethinking our co-programming so it is much more about co-programming and less about putting on an event, slapping a multicultural group’s name on it and telling them what to do.
- Isaac: I think we could take more advantage of mass mails such as OUMM. Sending out CAC information to others outside of This Week with CAC would be beneficial since it only goes to CAC members and not others
- Matthew: I know that UPB does OUMM’s each weekend with event information so we could try to do that as well!
- Aimee: Any other questions or comments?