# Technology Fee Award Budget Report

## Part 1 of 2: Budget Summary

<table>
<thead>
<tr>
<th>NDSU ORGANIZATION OR UNIT</th>
<th>Award No.: 1031</th>
<th>Fund 18543</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activities, Student Government</td>
<td>Report Period:</td>
<td></td>
</tr>
</tbody>
</table>

### PROJECT DIRECTOR(s)

Amy Graff

#### A. Salaries and Wages (Number)

<table>
<thead>
<tr>
<th>Number of Months</th>
<th>FUNDS REQUESTED</th>
<th>FUNDS AWARDED</th>
<th>FUNDS EXPENDED</th>
<th>BUDGET BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Staff ( )</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2. Graduate Students ( )</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Undergraduate Students ( )</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### B. Total Salary and Wages (Sum A.1, A.2., and A.3.)

- Fringe Benefits

#### D. Total Salaries (Sum B and C)

- $27,000.00

#### E. Equipment (List each item)

<table>
<thead>
<tr>
<th>Item</th>
<th>FUNDS REQUESTED</th>
<th>FUNDS AWARDED</th>
<th>FUNDS EXPENDED</th>
<th>BUDGET BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 year contract for orgsync authentication and training expenses</td>
<td>$27,000.00</td>
<td>$27,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### F. Total Equipment (Sum items in E.)

- $30,000.00

#### G. Materials and Supplies (List each item)

<table>
<thead>
<tr>
<th>Item</th>
<th>FUNDS REQUESTED</th>
<th>FUNDS AWARDED</th>
<th>FUNDS EXPENDED</th>
<th>BUDGET BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### H. Total Materials and Supplies (Sum items in G)

- $0.00

#### I. Total Salaries; Equipment; Materials and Supplies (Sum: Line D + Line F + Line H)

- $30,000.00

#### J. Total Technology Fee Request

- $30,000.00

#### K. Match (N.A.)

#### L. Total Project Expenditure (Sum: Line J + Line K)

- $30,000.00

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**Name (Type or Print):** Amy Graff  
**Signature:** Amy Graff  
**Date:** 1-30-13

**Project Director:** Amy Graff  
**Signature:** Amy Graff  
**Date:** 1-30-13

**Unit Head:** Steve Wulf  
**Signature:** Steve Wulf  
**Date:** 1-30-13

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**RECEIVED**  
**Office of the Vice President for Information Technology**  
**JAN 30, 2013**
## Technology Fee Award Budget Report
### Part 2 of 2: Specific Details

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Expected outcome</th>
<th>Actual Outcome</th>
<th>Means of assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org Sync Contract Established</td>
<td>Summer 2010</td>
<td>Summer 2010</td>
<td>Contract completion Training completed for over 300 staff and students</td>
</tr>
<tr>
<td>Org Sync Trainers provide 2-day training on site</td>
<td>Fall Semester 2010</td>
<td>August of 2010</td>
<td>Congress of Student Organizations completed this transfer of information</td>
</tr>
<tr>
<td>Student Organization information transferred from Black Board to Org Sync</td>
<td>Fall Semester 2010</td>
<td>September of 2010</td>
<td></td>
</tr>
<tr>
<td>Listserv messages move to Org Sync</td>
<td>Fall Semester 2010</td>
<td>NA</td>
<td>Student Government continues use of the listserv, along with Org Sync communication</td>
</tr>
<tr>
<td>Org Sync Evaluation</td>
<td>Spring Semester 2011</td>
<td>Continual</td>
<td>We are currently proposing plans for the future of Org Sync using Student Government/Student Organization funding models.</td>
</tr>
</tbody>
</table>

### Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Cost/Item</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Year Contract with Org Sync</td>
<td>1</td>
<td>$27,000.00</td>
<td>$27,000.00</td>
</tr>
<tr>
<td>Training and Authentication Process</td>
<td>1</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

### Materials & Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost/Item</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

### Project Overview/Budget Summary

Please see attached document for the Project Overview and Budget Summary labeled: Project Overview/Budget Summary for Project 1031
Project Overview/Budget Summary for Project 1031

TFAC Grant – January 29, 2013

Submitted by Amy Graff on behalf of the Student Activities Office and Student Government

We thank the TFAC representatives for the money we were granted to use for OrgSync. We are also very grateful for the assistance we received from ITS staff during the authentication process, as well as continued support and guidance through transitional times.

OrgSync has satisfied many student organization needs that Blackboard was unable to provide, due to the different purposes each software programs was designed to be used.

In summary, OrgSync is not a “one size fits all solution”. There are functions that it does not have that some students and staff wish it did, however there are many functions that are currently being used by the NDSU student body that are extremely useful – and these are the reasons we propose that we continue to use OrgSync for processes and purposes necessary to student organization management.

Some great facts to show the OrgSync program’s usefulness and purposefulness:

- Over 3,000 students actively logged on in September and October 2012
- Over 3000 events have been entered and managed on the OrgSync calendar during the 2011-2012 year
- Over 1970 submissions for the taxi program run by Student Government
- A great number of printing card requests that eliminated a long paper trail and approval system
- Over 23,000 hours have been tracked and approved with the time sheet function – tracking hours put in for service and work time in student organizations
- Forms function – used for various polls and sign ups everyday
- Student Government Finance uses OrgSync for budgets and requests
- Student Government Tech committee created and measured satisfaction with the program by using an OrgSync survey
- Student Senate has used OrgSync to process a National Dues survey; to record Senate minutes, bills, agendas, contingency requests, reserve requests, etc.
- Student Government has the opportunity to use OrgSync to conduct Student Body Elections
- Annual advisor paperwork, organization renewals and student leader transitions are all done electronically on OrgSync

STUDENT INVOLVEMENT

OrgSync has made it easier for students to be involved on campus, has allowed student orgs to store all information electronically – meaning the important documents have not been lost or thrown out during leadership transitions. This also means that we have Accurate, real-time data about all student organizations on campus. We have helped to eliminate paper files and forms within the Student Activities Office, the Memorial Union Reservations and the Wellness Center through OrgSync, and communication in and between organizations has increased.

- OrgSync puts power and information in the hands of the students, which allows students to learn accountability and leadership by keeping the student body informed about campus events
• Centralizes necessary forms and eliminates the run around of students that happened prior to Org Sync
• “24 hour/7 days a week” access to all student organization or Student Government forms allows students to take care of organization business without it interfering with their academic success. Examples of the forms available are Finance budgets and funding requests, List requests, Fundraising, Event Risk Management Assessment, Facilities Use Agreement, and Travel forms

STUDENT ORGANIZATION MANAGEMENT

• Each organization has the ability to create their personal website. An example can be found here: http://ndsu.orgsync.com/org/ato
• Organization members can take agendas and meeting minutes from laptop and upload to OrgSync portal immediately
• Event picture storage – pictures are easy for members to access
• Organizations can track which members have paid their dues
• Files and information easily accessible to all members
• Creates historical record of organizations
• Pre and Post event evaluations
• Messaging – Text messaging and Emails
• Attendance tracking

NDSU PROMOTIONS AND PUBLIC RELATIONS

• Unlike Blackboard, the main NDSU OrgSync page is viewable to the general public – therefore has been used by the Office of Admissions to search out organizations that relate to potential student interests.

OrgSync is like any other software it has its perks and it also has downfalls. The developers at OrgSync are willing to work with our campus at any time to work on making changes to fit our campus needs.