CALIFORNIA COMMUNITY COLLEGES

Doing What MATTERS™
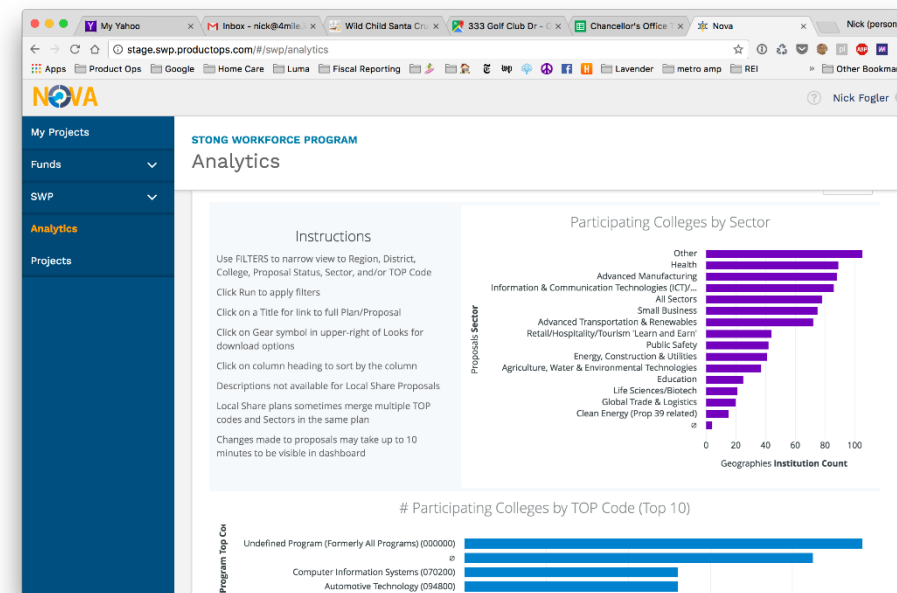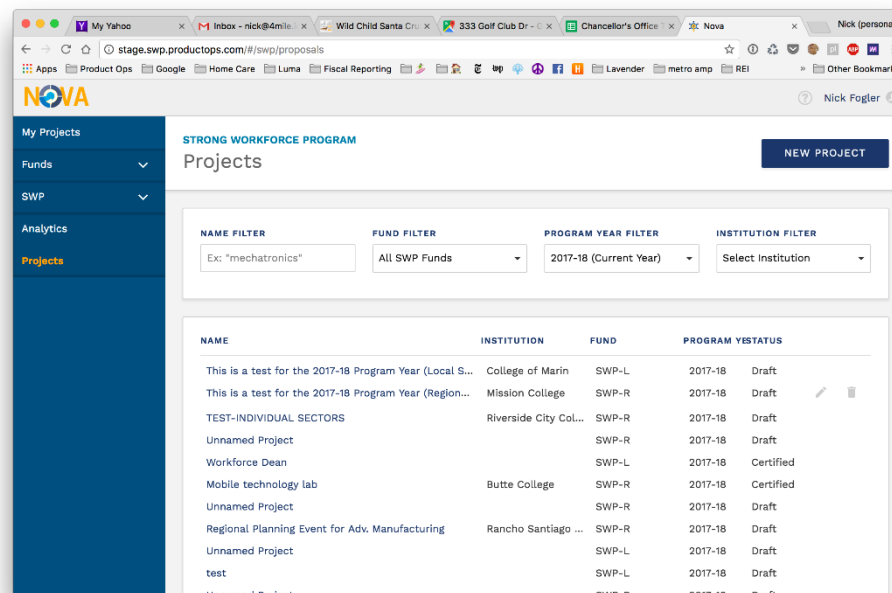FOR **JOBS** AND THE **ECONOMY**

NOVA

PLAN. INVEST. TRACK.

Strong Workforce Program Module Updates

Agenda

- Strong Workforce NOVA Planning Module Updates
  - My Bookmarks
  - Creating a new project
  - Project approval flow
  - Uncertifying plans
  - Budgeting and Forecasting
  - NOVA user account requests
  - Regional SWP contacts

What is NOVA?

- End-to-end platform for managing programs funded through the Chancellor's Office including SWP, AEBG, and Guided Pathways

- Enables colleges to organize SWP fund allocations into specific projects and use that data to inform investment strategies and maximize student outcomes

My Bookmarks

- Formerly "My Projects"

- Allows you to "Bookmark" projects in NOVA

- Not fund specific

My Bookmarks

Planning Module – Creating a Project

- Projects are no longer tied to a specific funding round and allocation year. This allows for projects to include multiple funding years.

- At the start of the planning module:

  - Input the actual project start date

  - The fiscal year the project will begin

  - The expected number of fiscal years that the project spans

- Users can now enter new 2016-17 or 2018-19 projects that were planned locally but not yet entered into NOVA

CALIFORNIA COMMUNITY COLLEGES
Doing What MATTERS™
FOR JOBS AND THE ECONOMY

Help ⍰   Alejandro Sandoval 👤

STRONG WORKFORCE PROGRAM
Projects

To view the new Planning Module, click here ➔

NEW PROJECT

Filters

Name	Institution	Fund	Year
Ex: "mechatronics"	Select Institution ▾	All SWP Funds ▾	2017-18 (Current Year) ▾

NAME	INSTITUTION	FUND	YEAR	STATUS		
Workforce Dean		SWP-L	2017-18	Certified	✏	🗑
Animation: Augmented Reality/Virtual Reality	Mt. San Antonio College	SWP-L	2017-18	Certified	✏	🗑
Infusing Entrepreneurship in MakerSpaces	Cabrillo College	SWP-R	2017-18	Draft	✏	🗑
	Canada College					
	City College of San Francisco					
	College of Marin					
	Diablo Valley College					
	Evergreen Valley College					
	Hartnell College					
	Las Positas College					
	Los Medanos College					
	Napa Valley College					
	San Jose City College					
	Solano Community College					

New SWP Project

Base Funding Source

⦿ SWP Local Share

◯ SWP Regional Share

Project Info

Project Name *

Lead Institution *

Select an institution ▾

Project Timeline

Select the Fiscal Year in which this project will begin. *

2017-18 ▾

Enter the number of fiscal years the project will span. *

1

Actual Project Start Date *

mm/dd/yyyy

Actual Project End Date *

mm/dd/yyyy

CREATE PROJECT

Project Approval Flow

For Local Share:

- Users click the "submit" button

- Users can see who is on record as the College Signing Authority (CSA) and District Signing Authority (DSA)

- CSA and DSA on file receive a copy of the submitted project

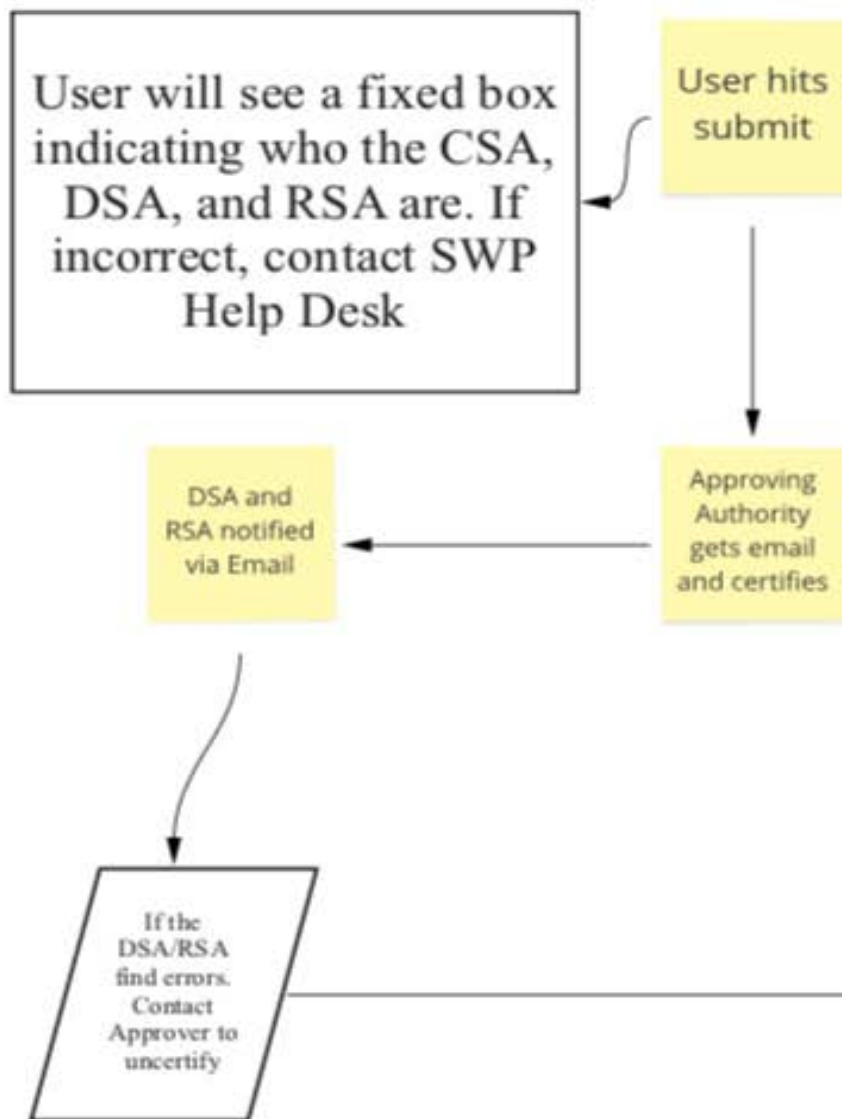- Now the CSA must take action to approve the plan

For Regional Share:

- Users would click the "submit" and the project would go to their Regional Approving Authority
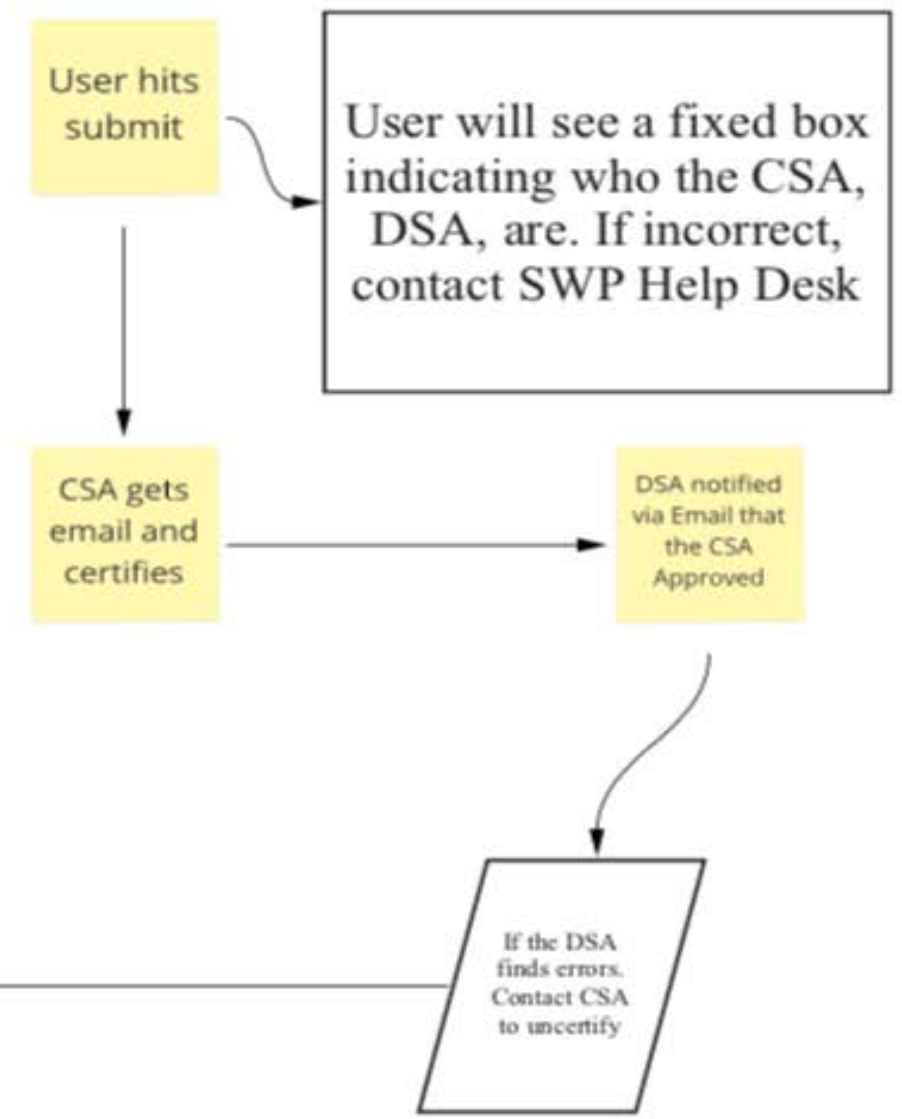
Project Approval Flow

- Users must enter/re-enter the most recent CSA (Local) or the designated Approving Authority (Regional), even if the one listed is correct

- To Update Approving Authorities, please email the Strong Workforce Help Desk (**strongworkforcehelpdesk@cccco.edu**) to officially change the CSA or DSA on file

Regional Share Plan Approval Flow

Local Share Plan Approval Flow

User will see a fixed box indicating who the CSA, DSA, and RSA are. If incorrect, contact SWP Help Desk

User hits submit

User hits submit

User will see a fixed box indicating who the CSA, DSA, are. If incorrect, contact SWP Help Desk

DSA and RSA notified via Email

Approving Authority gets email and certifies

CSA gets email and certifies

DSA notified via Email that the CSA Approved

If the DSA/RSA find errors. Contact Approver to uncertify

Approving Authority Certifies

College Signing Authority Certifies

If the DSA finds errors. Contact CSA to uncertify

Collaborate

Submit

Certify

Local Project Approval Flow

The Approving Authority for the Local Share is the College Signing Authority

Approving Authority
Can't find the contact you're looking for?

Contact *

Please enter your most recent College Signing Authority (CSA). This approver is singing off on behalf of the college. The latest CSA on our record is listed above/below. If that is incorrect, please contact the Strong Workforce Help Desk at **strongworkforcehelpdesk@cccco.edu**

> Enter name or email

Local Project Approval Flow

doingwhatmatters.cccco.edu

Regional Project Approval Flow

This varies by region and project. Consult with your Regional Consortium if you are uncertain about who is the Approving Authority for a particular project.

North/Far North Region
Tessa Miley, mileyte@butte.edu, 530-895-2894
Blaine Smith, smithb2@losrios.edu, 916-563-3209
Delia Go, gode@butte.edu, 530-895-2900

Central/Mother Lode Region
Karri Hammerstrom, karri.hammerstrom@reedleycollege.edu, 559-324-6476

Bay Area Region
Rock Pfotenhauer, rock@baccc.net, 831-479-6482
Kate Raymundo, kate@baccc.net, 831-840-8512

South Central Coast Region
Luann Swanberg, lrswanberg@pipeline.sbcc.edu, 805-479-7670
Diane Hollems, diane.hollems@gmail.com, 805-44-8-2106

LA/Orange Region
Richard Verches, verches_richard@rsccd.edu, (310) 367-0842

Gustavo Chamorro, Chamorro_Gustavo@rsccd.edu, (714) 564-5521

San Diego/Imperial Region
Sally Cox, sally.cox@gcccd.edu, 619-644-7684
Chito Gutierrez, chito.gutierrez@gcccd.edu, 619-644-7597

Inland Empire/Desert Region
Julie Pehkonen, julie.pehkonen@rcc.edu, 951-222-8026
Sheryl Plumley, sheryl.plumley@rcc.edu, 951-328-3858 (contracts, fiscal)
Taylor Gilbertson, taylor.gilbertson@rcc.edu, 951-222-8475 (fiscal)

Regional Project Approval Flow

Project Contacts

Overall Project Lead
Can't find the contact you're looking for?

Contact *

Enter name or email

Lead for American River College
Can't find the contact you're looking for?

Contact *

Enter name or email

Approving Authority
Can't find the contact you're looking for?

Contact *

Please insert the designated approving authority for your institution

Enter name or email

Certification Page

Certification Page

Certification Page

Uncertifying Plans

Plans that need to be updated can by uncertified, modified, and re - certified:

- Contact your College Signing Authority (Local) or Approval Authority (Regional) to login and click uncertify on the plan.

- The project will be moved back into a draft mode

- Modify the project information

- Re-send the project to the Approving Authority to get re -certified

Uncertifying Plans

Budgeting for Multiple Years

Regional and local share projects need to enter annual project budgets for each fiscal year that the project will span

- Use the tabs at the top of the budget page to navigate between years

- Enter a Title, Description, Expenditure Type, Amount, and Forecast for each line item in each fiscal year

- To replicate budgets from one year to the next using the "Copy Budget from Previous Year" button

- To modify budgets (and/or forecasts) after certification, users will need to uncertify, enter modifications, and then re-certify

NEXT

2017-18	2018-19	2019-20

Direct Costs Total: $0

Indirect Costs Total: $0 (0.0% of direct costs total)

Budget Item

2017-18

Budget items may contain clusters of related expenditures. This should be a high level summary of the budget that indicates how funds will be utilized to accomplish the plan objectives.

Title *

Budget Item

11/100

Lead Institution

El Camino College

Description *

Brief description of expenditure

0/2500

Expenditure Type *

Select Type

2017-18 Amount *

$0

2017-18 Quarterly Expenditure Forecast

Forecast the year-to-date spending by entering the cumulative percentages for each quarter.

	Q1	Q2	Q3	Q4
Percent	0	0	0	100
Dollars	$0	$0	$0	$0

▪ DELETE   ＋ DUPLICATE

cccco.edu

＋ NEW BUDGET ITEM

Budget Forecasting

- New feature to help colleges, districts, and regions more accurately track planned expenditures and identify unspent funds

- For each budget line item, users simply **estimate** how much of the amount budgeted will be spent in each quarter of the fiscal year

- Enter the cumulative percent of the budget that will be spent in each quarter

Budget Forecasting: Example

- **Example #1** : College decides to purchase an advanced patient simulator for its nursing program. Because the college plans to buy the simulator in the second quarter of the fiscal year, they would enter 0% in Quarter 1 and 100% in both Quarters 2 & 3 in the Forecasting fields (Quarter 4 is auto-populated because the year should total 100%).

- **Example #2** : College plans to hire a new staff member in Quarter 3. The staff member's salary will only be paid in Quarters 3 & 4. For the line item that represents the salary, the forecast would be for 0% in Quarters 1 & 2, 50% to be spent in Quarter 3, and 100% to be spent in Quarter 4 (auto-populated).

Budget Forecasting

2017-18 Amount *

$7,534

2017-18 Quarterly Expenditure Forecast

Forecast the year-to-date spending by entering the cumulative percentages for each quarter.

	Q1	Q2	Q3	Q4
Percent	0	100	100	100
Dollars	$0	$7,534	$7,534	$7,534

Account Creation

- Users will now have to email strongworkforcehelpdesk@cccco.edu for a NOVA account.

- Please provide Name, Title, Email, and the fund (Local or Regional) to which they need access

- The Local and Regional Links that were passed around in the first iteration of NOVA have been disabled.

Q&A

Strongworkforcehelpdesk@cccco.edu