



SWP UPDATE ON NOVA FROM FISCAL AGENT

For LAOCRC

October 19, 2017

NOVA Reporting Contact Sheet for SWP Local and Regional Shares

https://docs.google.com/spreadsheets/d/1cvjtm68k1NxUkkfm1JXc7QAK_phebgTaczz82UPhbo/edit#gid=1237925226

SWP - Fiscal Reporting

File Edit View Insert Format Data Tools Add-ons Help Last edit was made 1 hour ago by Kate Raymundo

Comments Share

100%

Region	User	UserID	Local Reporting Access	Regional Reporting Access	Institution Associations	Notes
Los Angeles/Orange County	Walker, Becca (rwalker@mtsac.edu)	813			Mt. San Antonio College	
Los Angeles/Orange County	Waters, Dawn (dwaters@mtsac.edu)	804			Mt. San Antonio College	
Los Angeles/Orange County	Weispfenning, John (johnw@cccd.edu)	575	Advanced	Advanced	Coastline Community College, Golden West College	
Los Angeles/Orange County	Weispfenning, John (jweispfenning@mail.cccd.edu)	586			Orange Coast College	Duplicate entry, remove this entry
Los Angeles/Orange County	Whiteside, Christopher (cwhiteside4@gwc.cccd.edu)	783	Basic	Basic	Golden West College	
Los Angeles/Orange County	Whitmore, Desire (dwhitmore@ivc.edu)	732			Irvine Valley College	
Los Angeles/Orange County	Williams, Fred (fwilliams@nocccd.edu)	699	Advanced	Advanced	Cypress College, Fullerton College, School of Continuing Ed	
Los Angeles/Orange County	Williams, Fred (kcant@cypresscollege.edu)	711	Advanced	Advanced	Cypress College	
Los Angeles/Orange County	Wilson, Marcia (wilsonmr@lattc.edu)	187			LA Trade-Tech College	
Los Angeles/Orange County	Young, Lynette (lyoung@nocccd.edu)	886	Advanced	Advanced	Cypress College, Fullerton College, School of Continuing Ed	
Los Angeles/Orange County	Kibui, Stephen (skibui@riohondo.edu)		Advanced	Advanced		
Los Angeles/Orange County	Eddington, Lyla (LEddington@riohondo.edu)		Basic	Advanced		
Los Angeles/Orange County	Alvarez-Mejorado, Melissa (MAlvarez-mejorado@riohondo.edu)		Advanced	Advanced		
Los Angeles/Orange County	Vyas, Kashu (kvyas@nocccd.edu)		Advanced	Advanced		
Los Angeles/Orange County	Li-Bugg, Cherry (clibugg@nocccd.edu)	281	Advanced	Advanced		
Los Angeles/Orange County	Manchik, Victor (vmanchik@nocccd.edu)		Advanced	Advanced		
Los Angeles/Orange County	Le, Lynn (lle@nocccd.edu)	926	Advanced	Advanced		
Los Angeles/Orange County	Schulz, Greg (gschulz@fullcoll.edu)		Advanced	Advanced		
Los Angeles/Orange County	Schilling, JoAnna (jschilling@cypresscollege.edu)		Advanced	Advanced		
Los Angeles/Orange County	Purtell, Valentina (vpurtell@sce.edu)	534	Advanced	Advanced		
Los Angeles/Orange County	Bandyopadhyay, Santanu (sbandyopadhyay@cypress)	502	Advanced	Advanced		
Los Angeles/Orange County	Nunez, Jose Ramon (JNunez@fullcoll.edu)		Advanced	Advanced		
Los Angeles/Orange County	Garcia, Rodrigo (rgarcia1@fullcoll.edu)		Advanced	Advanced		
Los Angeles/Orange County	Cox, Terry (tcox@sce.edu)	700	Advanced	Advanced		
Los Angeles/Orange County	Hambly, Raine L. (rhambly@sce.edu)	189	Basic	Basic		
Los Angeles/Orange County	Gutierrez, Martha (mgutierrez@sce.edu)	423	Basic	Basic		
Los Angeles/Orange County	Reiland, Kathleen (kreiland@cypresscollege.edu)		Basic	Basic		
Los Angeles/Orange County	Drew, John (johndrew25@msn.com)		Advanced	Advanced		
Los Angeles/Orange County	Ramos, Patricia (ramos_patricia@smc.edu)	470	Advanced	Advanced		
Los Angeles/Orange County	Casillas, Ruth (casillas_ruth@smc.edu)	906	Advanced	Advanced		
Los Angeles/Orange County	Lorenz, Georgia (lorenz_georgia@smc.edu)	408	Advanced	Advanced		
Los Angeles/Orange County	Keelen, Diana (dkeelen@avc.edu)	306	Basic	Basic		

BETA Users | Instructions | Sheet12 | Bay Area | North/Far North | Central/Mother Lode | Inland Empire/Desert | Los Angeles/Orange County | San Diego/Imperial | South Central Coast

Explore

SWP Fiscal Reporting Memo

Greetings SWP Primary Contacts for LA/OC Region,

Access to the NOVA fiscal reporting for the FY 2016-17 Strong Workforce Program funding will only be available to those people each college designates as having either **basic** or **advanced** permission to enter reporting information. The attached Google spreadsheet [SWP Fiscal Reporting](#) has the current list of NOVA users for each college. **Please follow the instructions below to set permissions for each user that you wish to participate in the reporting process for your campus. Please complete this no later than October 20.**

There are two levels of permission: Basic and Advanced

- **Basic** allows a user to report on all expenditures at their college or district, but their ability to change a budget is restricted to moving funds between object codes within a project. They may not increase or decrease the overall budget for a project.
- **Advanced** adds to Basic the authority to increase and decrease the overall budget for a project.

For Local Funds, all those who you wish to have the ability to enter expenditures should be given at least Basic permission. Upgrade to "Advanced" those users who should also be allowed to increase or decrease the funds for a Local project.

For Regional Funds, all users who you wish to be involved in reporting should be given Basic permission. The Fiscal Agent will only have access to the Advanced level and can manually give access to a college/district, if needed.

In addition to setting permissions, you may wish to add users or delete users who are no longer at your college or who no longer have responsibilities for SWP funds.

To set the permissions, open the [SWP Fiscal Reporting](#) spreadsheet and click on the tab for your region. You'll notice that users are listed alphabetically but that column F has the colleges for which each user has some association. You can locate those users associated with your college or district by using the Search function (Ctrl F - Windows, Cmd F - Mac) and entering the name of your institution.

For each listed user:

- Confirm that the person's name and email address are correct
- Determine if this person is based at your college or if not, if they should have access to the reporting system for your college. If it's not evident they should have reporting access put a note in the field to that effect
- If they are no longer working for the community college system, please note that so we can delete their account
- Determine for each person with reporting authority what access level they should have for local (Basic or Advanced) and for regional (generally Basic)

If someone that needs access is not on the list, add the person to the end of the list specifying district.

SWP Regional Quarterly Invoice

- Fiscal Agent (Janeth) will be sending each college a customize quarterly invoice template to be reimbursed from July 1 – October 31st, next week via e-mail.
- You will have until November 10th to submit your invoice and a ledger expenditure report.